FY 2010

APPLICATION INSTRUCTIONS

FOR PUBLIC TRANSIT PROGRAMS ADMINISTERED

BY

BUREAU OF PASSENGER TRANSPORTATION

MDOT
Michigan Department of Transportation

Effective for October 1, 2009-September 30, 2010

Table of Contents

I. GENERAL INFORMATION

A. Purpose

The Bureau of Passenger Transportation (BPT) of the Michigan Department of Transportation (MDOT) distributes federal and state funds for the provision of local public transit services. This application is your gateway to those funds. In this packet you will find a description of the transit funding programs administered by BPT, a description of who is eligible to apply and instructions for completing and submitting the application. BPT staff will review all applications, make funding recommendations, and assist you with any further requirements. When selecting projects for funding, MDOT will consider equitable distribution of funds to be compliant with Title VI requirement. A completed application does not guarantee contract award. If your project is selected to receive funding, you will enter into a contract with MDOT and must comply with all requirements of that contract to receive the funds.

This Annual Application Instructions (Instructions) packet is for Fiscal Year (FY) 2010. The application forms can be found in electronic format on the BPT website at http://www.michigan.gov/mdotptd, by clicking on Application and Forms. If needed, the Instructions will be made available in alternative formats, such as Braille, large print, audio tape, or compact disc.

BPT project managers, identified on pages 8 and 9 of the Instructions, can assist all agencies in completing the application and obtaining alternative formats to ensure all population are served.

B. Acronyms and Definitions

1. Acronyms

Act 51	Act 51 Public Acts of 1951, as amended
ADA	Americans with Disabilities Act of 1990, as amended
BPT	Bureau of Passenger Transportation
CMAQ	Congestion Mitigation and Air Quality Improvement Program
CTF	Comprehensive Transportation Fund
EEO	Equal Employment Opportunity
FHWA	Federal Highway Administration
FTA	Federal Transit Administration
FY	Fiscal Year
Instructions	FY 2010 Annual Application Instructions
ITS	Intelligent Transportation System
JARC	Job Access and Reverse Commute Program
LAC	Local Advisory Council
MDOT	Michigan Department of Transportation
MPO	Metropolitan Planning Organization
NF	New Freedom Program
OAR	Operating Assistance Report
PTMS	Public Transportation Management System
R&E Manual	Local Public Transit Revenue and Expense Manual
RTP	Regional Transportation Program
RTF	Rural Task Force
SAFETEA-LU	Safe, Accountable, Flexible, Efficient Transportation Equity Act: A Legacy for Users of 2005
SDNT	Service Development and New Technology Program
SIB	State Infrastructure Bank
SPR	Statewide Planning and Research
STP	Surface Transportation Program
STIP	State Transportation Improvement Program
TA	Transit Agency
TEDF	Transportation Economic Development Fund
TEP	Transportation Enhancement Program
TIP	Transportation Improvement Program
TMS	Transportation Management System
UZA	Urbanized Area
TMA	Transportation Management Area

2. Definitions

Laws and Regulations for Public Transportation

The following laws and regulations can be accessed on BPT's web page, at http://www.michigan.gov/mdotptd, Laws and Regulations.

Laws and regulation applicable to the forming of an organization:

- Act 35 of 1951, Intergovernmental Contracts Between Municipal Corporations
- Act 55 of 1963, Mass Transportation System Authorities
- Act 7 of 1967 (Ex. Sess.), Urban Cooperation Act of 1967
- Act 8 of 1967 (Ex. Sess.), Intergovernmental Transfer of Functions and Responsibilities
- Act 94 of 1933, The Revenue Bond Act of 1933
- Act 279 of 1909, The Home Rule City Act
- Act 196 of 1986, Public Transportation Authority Act
- Act 204 of 1967, Metropolitan Transportation Authorities Act of 1967
- Act 271 of 1990, Limousine Transportation Act
- Act 432 of 1982, Motor Bus Transportation Act

Laws and regulations pertinent to program and/or funding requirements and eligibility:

- Act 51 Public Acts of 1951, as amended
- Comprehensive Transportation Fund Portion of Act 51
- Comprehensive Transportation Fund Administrative Rules
- FTA Circular 4220.1F, Third Party Contracting Guidance
- FTA Circular 4702.1A, Title VI and Title VI-Dependent Guidelines for FTA Recipients
- Safe, Accountable, Flexible, Efficient Transportation Equity Act: A Legacy for Users (SAFETEA-LU) of 2005
- Title 49 — Part 604 — Charter Service

Brokerage
Administrative activities provided by a transportation broker who coordinates between their clients and the transportation operators for one or all facets of a trip.

Capital Assistance
Funding assistance for capital items including, but not limited to, replacement buses, rehabilitation of existing buses, communication equipment, maintenance equipment, facility construction and renovations, and operational support equipment.

Flex Funds
Funds transferred from Federal Highway Administration (FHWA) programs to

Federal Transit Administration (FTA) programs. These FHWA programs include Surface Transportation Program (STP), Small Urban Program, Transportation Economic Development Fund (TEDF), Transportation Enhancement Program (TEP), and Congestion Mitigation and Air Quality Improvement program (CMAQ).

Flex Process
A process initiated by BPT in which funds are transferred from the FHWA programs to the FTA programs. An urban agency must send flex request(s) to their BPT project manager. For details, refer to the Urbanized Area Funding Application Process, Including the FHWA Transfer (Flex) Process. This process can be found at BPT's web page http://www.michigan.gov/mdotptd, under Resources, Reference Manual for Transit Agencies, Contracts – Checklists.

Mobility Management Projects
Capital expense for short-range planning and management activities and projects for improving coordination among public transportation and other transportation-service providers. Mobility management does not include operating public transportation service or providing vouchers.

Nonurbanized or Rural Areas
Areas with a population under 50,000.

Urbanized Area
Areas with a population above 50,000.

Large Urban Area
Areas with a population above 200,000 (by FTA's definition).

Small Urban
Areas with a population between 50,000 and 200,000 (by FTA's definition).

Operating Assistance
State and/or federal funds provided to reimburse eligible operating expenses as defined by promulgated manuals such as the FY 2010 Local Public Transit Revenue and Expense Manual (R&E Manual) and the Office of Management and Budget Circular A-87, Cost Principles for State, Local, and Indian Tribal Governments. Operating information for all programs administered by BPT must be reported on an Operating Assistance Report (OAR) submitted on Public Transportation Management System (PTMS). The state Specialized Services Program has its own manual called the "Specialized Services Manual" (effective October 1, 2007) and can be found at our web page http://www.michigan.gov/mdotptd under Resources, "Audit/Accounting Information".

Regular Services
Transportation Services open to the general public during their posted hours. These services include fixed route services, demand response services, paratransit

services, and marine passenger services.

Revenue and Expense Manual
The FY 2010 R&E Manual provides guidelines for TAs to report State Operating Assistance revenues and expenses on an OAR submitted on PTMS. The current and previous manuals can be accessed on BPT's web page at http://www.michigan.gov/mdotptd, under resources click on Audit/Accounting Information.

Rural Task Force
The Rural Task Force (RTF) is composed of representatives of counties, cities, and unincorporated villages with population less than 5,000, as well as their transit operators and county road commissions. The RTF reviews, prioritizes, and selects projects, ensuring the list of projects is financially constrained.

Toll Credits
Toll credits are used by the state as "soft" match to a federal grant. Toll credits allow grant recipients to access and use the entire federal portion of the grant. Toll credits do not have cash value, which means that you will only receive federal funds toward the project(s).

C. Application Submittal

Applications for all of the programs in any county or multicounty region should be submitted by one coordinating entity. The entity should be the public transit authority or governmental agency providing public transit in that area. To ensure coordination, applicants should notify the coordinating entity when their application is ready for submittal to MDOT; this should be done well in advance of the application due date to allow the coordinating entity adequate time to review and submit the application. This process does not make the coordinating entity solely responsible for preparing all of the documents required under the various programs.

D. Submittal Due Dates

Applications submitted after the due dates may not be considered for funding.

Complete application(s) for the following programs are due to BPT by **February 1, 2009:**

> 1. Regular Service Program
>   - State Operating Assistance (FY 2010 operating budget)
>   [Also known as Local Bus, Comprehensive Transportation Fund (CTF), or Formula]
>   - Federal Section 5311 Operating
>   - Local Bus Capital (Section 5307, 5309, and flex funds)

BPT will provide comments and recommendations to the applicant within 30 days after an application is received.

Complete application(s) for the following programs are due to BPT by **March 1, 2009:**

> 1. Federal Section 5310 – Elderly and Individuals with Disabilities Program
> 2. Federal Section 5316 – Job Access and Reverse Commute Program (JARC)
> 3. Federal Section 5317 – New Freedom Program (NF)
> 4. Marine Passenger Program
> 5. Service Development and New Technology Program (SDNT)
> 6. Specialized Services Operating Assistance Program

BPT will provide comments and recommendations to the applicant within 30 days after an application is received.

E. Submittal Address

Address for the following project managers:

> Fred Featherly
> Erica Busick
> Tom Jackson
> Darlene Mans
> Dean Peterson
>
> Transportation Services Section
> Bureau of Passenger Transportation
> P.O. Box 30050
> Lansing, Michigan 48909
>
> Andy Brush
> Cadillac TSC
> 7915 US-131 Hwy
> Cadillac, MI 49601
>
> John Drury
> Cadillac TSC
> 7915 US-131 Hwy
> Cadillac, MI 49601
>
> Chuck Lindstrom
> Ishpeming TSC
> 100 S. Westwood Drive
> Ishpeming, MI 49849

F. Project Manager Contact Information

BPT PROJECT MANAGERS BY COUNTY

County	Project Manager	County	Project Manager
Alcona	Drury	Keweenaw	Lindstrom
Alger	Lindstrom	Lake	Brush
Allegan	Featherly	Lapeer	Mans
Alpena	Drury	Leelanau	Brush
Antrim	Brush	Lenawee	Mans
Arenac	Jackson	Livingston	Busick
Baraga	Lindstrom	Luce	Drury
Barry	Featherly	Mackinac	Drury
Bay	Jackson	Macomb	Busick
Benzie	Brush	Manistee	Brush
Berrien	Featherly	Marquette	Lindstrom
Branch	Featherly	Mason	Brush
Calhoun	Featherly	Mecosta	Brush
Cass	Featherly	Menominee	Lindstrom
Charlevoix	Brush	Midland	Jackson
Cheboygan	Drury	Missaukee	Brush
Chippewa	Drury	Monroe	Busick
Clare	Jackson	Montcalm	Peterson
Clinton	Mans	Montmorency	Drury
Crawford	Drury	Muskegon	Peterson
Delta	Lindstrom	Newaygo	Peterson
Dickinson	Lindstrom	Oakland	Busick
Eaton	Mans	Oceana	Peterson
Emmet	Drury	Ogemaw	Drury
Genesee	Mans	Ontonagon	Lindstrom
Gladwin	Jackson	Osceola	Brush
Gogebic	Lindstrom	Oscoda	Drury
Grand Traverse	Brush	Otsego	Drury
Gratiot	Peterson	Ottawa	Peterson
Hillsdale	Mans	Presque Isle	Drury
Houghton	Lindstrom	Roscommon	Drury
Huron	Jackson	Saginaw	Jackson
Ingham	Mans	Sanilac	Jackson
Ionia	Peterson	Schoolcraft	Lindstrom
Iosco	Drury	Shiawassee	Mans
Iron	Lindstrom	St. Clair	Busick
Isabella	Jackson	St. Joseph	Featherly
Jackson	Mans	Tuscola	Jackson
Kalamazoo	Featherly	Van Buren	Featherly
Kalkaska	Brush	Washtenaw	Busick
Kent	Peterson	Wayne	Busick
		Wexford	Brush

Project Manager Contact Information (Continued)

Kim Johnson, Manager (517) 373-8796

Norma Guevara, Secretary (517) 335-2560

Janet Holoweiko, South Unit Supervisor (517) 373-7134

Vacant, North Unit Supervisor (517) 335-2560

Erica Busick   (517) 335-2594
John Drury   (231) 775-2733 ext 309
Fred Featherly (517) 373-0386
Tom Jackson   (517) 335-2539
Darlene Mans   (517) 373-8820

Andy Brush (231) 775-2733 ext 311
Chuck Lindstrom (906) 485-6322 ext 139
Dean Peterson (517) 335-2544

G. Program Description and Eligible Applicants

1. Congestion Mitigation and Air Quality Improvement Program

   <u>Program Description</u> This federal program directs funds toward transportation projects in Clean Air Act nonattainment areas for ozone and carbon monoxide. The purpose of the CMAQ program is to fund transportation projects or programs that will contribute to attainment or maintenance of the national ambient air quality standards for ozone, carbon monoxide, and particulate matter. Eligible transit projects may include new transit facilities and vehicles, bus replacement, expenses for alternative fuel, up to three years of operating and maintenance expenses for new or expanded service routes, fueling facilities, rideshare administration and marketing, ozone action, and transit fare subsidies. The funds are allocated through a local project selection process. Interested applicants must submit their application to their local interagency work group or appropriate RTF in addition to requesting these projects through BPT's application process. For detailed information, please contact your local interagency work group or RTF (see Appendix C and D).

   <u>Eligible Applicants</u> Authorities or governmental agencies in the federally defined nonattainment areas that are organized pursuant to any of the pertinent acts listed under the Definitions, Laws and Regulations section of the Instructions.

2. Federal Section 5307 - Urban

    <u>Program Description</u> This is a formula grant program for urbanized areas (UZAs) with a population over 50,000. Funds are apportioned to UZAs utilizing a formula based on population, population density, and other factors associated with transit service and ridership. This program provides both capital and/or operating assistance to the eligible applicants. Interested applicants must contact FTA for the submittal of their applications in addition to requesting state match through BPT's annual application process.

   <u>Eligible Applicants</u> Authorities or governmental agencies that are organized pursuant to any of the pertinent acts listed under the Definitions, Laws and Regulations section of the Instructions and that are in the UZAs with a population over 50,000 and have been designated by the Governor as eligible funding recipients. Interested applicants should contact BPT's project manager for further eligibility and criteria.

3. Federal Section 5309 Capital Discretionary Program

   <u>Program Description</u> This program provides capital assistance for the establishment and improvement of rail or busways systems and the upgrading of bus systems (buses, bus related equipment, and facilities). Interested applicants

must submit funding requests to their congressional delegate's office in addition to requesting these projects through BPT's annual application process.

<u>Eligible Applicants</u> Authorities or governmental agencies that are organized pursuant to any of the pertinent acts listed under the Definitions, Laws and Regulations section of the Instructions.

4. Federal Section 5310 – Elderly and Individuals with Disabilities Program

<u>Program Description</u> This program provides capital funds to assist transportation services meeting the special needs of elderly individuals and individuals with disabilities. If you are receiving flex capital funds, you also need to complete the application requirements for capital assistance.

<u>Eligible Applicants</u> Private nonprofit organizations if public transportation service provided by state and local governmental authorities is unavailable, insufficient, or inappropriate for elderly individuals and individuals with disabilities; and/or governmental authorities approved by the state to coordinate services for elderly individuals and individuals with disabilities; and/or governmental authorities that certify to the governor that there are no nonprofit corporations readily available in the area to provide the service. To be eligible for funding consideration, a Coordinated Public Transit – Human Services Transportation Plan and all updates must be on file with BPT or submitted to BPT with the application.

5. Federal Section 5311 - Nonurban

<u>Program Description</u> Section 5311 is a formula program used to provide federal funding to assist transportation services in nonurbanized areas. Michigan presently grants 85 percent of all allocated funds to nonurban public transportation providers currently receiving state funds under the State Operating Assistance Program to further supplement their eligible operating expenses and to the state for administration of the program. The remaining 15 percent is granted to agencies supporting intercity bus service [see Federal Section 5311(f) Intercity Bus Program, for a description of the program]. If you are receiving flex capital funds, you also need to complete the application requirements for capital assistance.

<u>Eligible Applicants</u> All legal bodies, formed under any of the pertinent acts as described in the Definitions, Laws and Regulations section of the Instructions, that provide general public transportation in nonurbanized areas of the state, and who receive state operating assistance.

6. Federal Section 5311(f) Intercity Bus Program

<u>Program Description</u> This program provides assistance to support intercity bus service in nonurbanized areas. MDOT is required to spend not less than 15 percent of its Section 5311 apportionment to carry out a program for the

development and support of intercity bus transportation. The requirement is in effect unless the Governor certifies that Michigan's intercity bus service needs are being adequately met.

Eligible Applicants Governmental agencies, private nonprofit organizations, Indian Tribes and groups, and private for-profit intercity operators of public transportation services. Contact your BPT project manager if you are interested in applying for financial assistance under this program.

7. Federal Section 5316 – Job Access and Reverse Commute Program (JARC)

Program Description JARC is a competitive formula grant program that provides both capital and operating assistance to develop new or expanded transportation services that connect welfare recipients and other low income persons to jobs and employment-related services.

Eligible Applicants Authorities or governmental agencies formed under any of the pertinent acts as described in the Definitions, Laws and Regulations section of the Instructions; and/or private and public nonprofit providers, and private for-profit providers. To be eligible for funding consideration, a Coordinated Public Transit – Human Services Transportation Plan and all updates must be on file with BPT or submitted to BPT with the application.

8. Federal Section 5317 – New Freedom Program (NF)

Program Description NF is a competitive formula grant program that provides both capital and operating assistance to reduce barriers to transportation services and expand the transportation mobility options available to individuals with disabilities beyond the requirements of the Americans with Disabilities Act (ADA) of 1990, as amended.

Eligible Applicants Authorities or governmental agencies formed under any of the pertinent acts as described in the Definitions, Laws and Regulations section of the Instructions; and/or private and public nonprofit providers, and private for-profit providers. To be eligible for funding consideration, a Coordinated Public Transit – Human Services Transportation Plan and all updates must be on file with BPT or submitted to BPT with the application.

9. Marine Passenger Program

Program Description The Marine Passenger Program is implemented under Act 51 to provide passenger ferry assistance. The program provides funding for capital improvements and operating assistance for publicly operated or owned ferry services that provide essential transportation services linking island communities to the mainland.

Eligible Applicants Eligible applicants must be one of the following: a public TA or a governmental agency organized pursuant to any of the pertinent acts under the Definitions, Laws and Regulations section of the Instructions.

10. Regular Services Program

Program Description This program provides both federal and state funding to assist public transportation services in both urbanized and nonurbanized areas. The funding assistance includes State Formula Operating Assistance, Federal Section 5307 and Section 5311 Operating Assistance Programs, Federal Capital Assistance Programs, including flex funds, and State Capital Assistance Programs that are used to provide match for the Federal Capital Assistance Programs.

Eligible Applicants   All legal bodies, formed under any of the pertinent acts as described in the Definitions, Laws and Regulations section of the Instructions, that provide general public transportation in urbanized and nonurbanized areas of the state.

11. Service Initiatives

Program Description   Beginning in FY 2006, the Regional Transportation Program (RTP), SDNT Program, and the Rideshare Program were combined into one new program in MDOT's appropriations bill.   The new program is called Service Initiatives.

Eligible Applicants   Eligible applicants are stated under each of these three programs, as below.

11.1. Regional Transportation Program (RTP)

Program Description   Regional Transportation is defined as a public transportation service that facilitates regional travel across multiple eligible agencies, as defined in Act 51, crossing one or more county lines into areas outside of current service areas.   This does not include charter services, sightseeing, or transportation that is not open to the public. Regional projects should focus on multicounty service and are not intended for the expansion of services within areas already offering countywide service.   Funding may include startup expense, capital equipment and facility modification, brokerage, and operating assistance.

Eligible Applicants   One coordinating entity representing regional transportation interests is eligible to receive a grant.   The coordinating entity must be one of the following: transit agency (TA), MPO/Regional Planning Agency, or a governmental agency such as a city, county,

township, or village; or private and public nonprofit provider; or private for-profit provider.

We are not currently accepting applications for the RTP due to lack of funding.

11.2. Service Development and New Technology Program (SDNT)

Program Description The SDNT Program provides funds for research, training/education, planning and coordination, and special operational and technical projects that support or enhance public transit. Projects submitted under this application will be reviewed and recommended by MDOT through a competitive project selection process.

Eligible Applicants Public TAs and authorities or governmental agencies formed under any of the pertinent acts as described in the Definitions, Laws and Regulations section of the Instructions; and/or private and public nonprofit providers, and private for-profit providers.

11.3. Rideshare Program

Program Description This program provides capital and operating assistance to eligible rideshare offices to recruit people to commute using carpools and vanpools as an alternative transportation mode to the single-occupant vehicle. This reduces energy consumption, traffic congestion, air pollution, and parking problems while making the roadways safer by reducing the number of vehicles on them. Currently this program is funded mainly with CMAQ funds.

We are not currently accepting applications for the Rideshare program due to lack of funding. We will do a call-for-projects when funding is restored.

12. Small Cities Program (Small Urban Program)

Program Description This program provides funding assistance for road and transit projects through STP. The funds for transit projects are administered by BPT. The funds are allocated through a local project selection process. Eligible transit projects include replacement vehicles, rehabilitation of existing vehicles, communication equipment, maintenance equipment, operational support equipment, items related to services under ADA, and facility renovation.

Eligible Applicants Public TAs organized pursuant to any of the pertinent acts under the Definitions, Laws and Regulations section of the Instructions, which operate within the federal urban area boundaries of cities with population from 5,000 to 50,000. Private, nonprofit corporations and associations that provide transportation services meeting the special needs of elderly individuals and

individuals with disabilities in the said areas are also eligible. Interested applicants must submit their application to their local Small Urban Program committee in addition to requesting these projects through BPT's application process.

13. Specialized Services Operating Assistance Program

Program Description This program was developed to improve Michigan's public transportation services by providing operating assistance for transportation services primarily for elderly individuals and individuals with disabilities. Funds may be used to provide or purchase service and/or lease vehicles to provide service.

Eligible Applicants All authorities, governmental agencies organized pursuant to any of the pertinent acts under the Definitions, Laws and Regulations section of the Instructions, Section 5310 agencies, and other organizations representing specialized services interests.

14. State Formula Operating Assistance

Program Description This program, also known as Regular Service, Local Bus Operating, or Act 51 operating, is a formula assistance program used to provide state funding to assist transportation services in both urbanized and nonurbanized areas, including ferry services to marine passengers. Program funds may be used for operating and administrative assistance. The State Formula Operating Assistance funds will be distributed to eligible public TAs according to Act 51 and the FY 2010 R&E Manual.

Eligible Applicants Public TAs organized pursuant to any of the pertinent acts under the Definitions, Laws and Regulations section of the Instructions.

15. State Infrastructure Bank (SIB)

Program Description MDOT has established a SIB to provide loans for publicly owned transportation infrastructure projects. The SIB will provide low-interest loans and credit enhancements to state and local, public and private agencies for transportation improvements critical to the economic and social well-being of Michigan's urban and rural communities. The SIB can assist highway, transit, and intermodal projects at any stage of the development process. For further information, go to the Office of Economic Development's website at: www.michigan.gov/mdot, click on Projects and Programs, then select Grant Programs to find State Infrastructure Bank (SIB).

Eligible Applicants SIB qualified borrowers include any public entities such as, political subdivisions, state agencies, regional planning commissions, TAs, economic development corporations, and private companies and non-profit organizations that are developing a publicly owned facility are also eligible.

16. Surface Transportation Program (STP)-Rural

    Program Description This program provides funding assistance for road projects in rural counties and for transit projects in rural areas. The funds are allocated through a local project selection process. Eligible transit projects include, but are not limited to, replacement vehicles, expansion vehicles, rehabilitation of existing vehicles, communication equipment, maintenance equipment, operational support equipment, capital items related to services under ADA, and facility renovations.

    Eligible Applicants Public TAs in nonurbanized areas with a population less than 5,000 that are organized pursuant to any of the pertinent acts under the Definitions, Laws and Regulations section of the Instructions. Private, nonprofit corporations and associations that provide transportation services meeting the special needs of elderly individuals and individuals with disabilities in the said nonurbanized areas are also eligible. Interested applicants must submit their application to their local RTF committee in addition to requesting these projects through BPT's application process.

17. Transportation Economic Development Fund (TEDF) Category D

    Program Description This program provides funding assistance for road projects in rural counties and transit projects in rural areas through a local project selection process. Eligible transit projects include, but are not limited to, replacement vehicles, rehabilitation of existing vehicles, expansion vehicles, communication equipment, maintenance equipment, operational support equipment, capital items related to services under ADA, and facility renovations.

    Eligible Applicants Public TAs operating in nonurbanized areas with a population less than 5,000 that are organized pursuant to any of the pertinent acts under the Definitions, Laws and Regulations section of the Instructions. Private, nonprofit corporations and associations that provide transportation services meeting the special needs of elderly individuals and individuals with disabilities in the said nonurbanized areas are also eligible. Interested applicants must submit their application to their local RTF committee in addition to requesting these projects through BPT's application process.

18. Transportation Enhancement Program (TEP)

    Program Description This program provides capital assistance for enhancement of new or existing transit facilities. These transit projects may include landscaping, improvement of pedestrian access, preservation, rehabilitation, and operation of legitimate historic transit facilities, and bike racks for buses. For information to apply for TEP funds, go to www.michigan.gov/mdot, click on Project & Programs, then select Grant Programs to find Transportation Enhancement (TE) Program.

<u>Eligible Applicants</u> Public TAs operating in urbanized and/or nonurbanized areas that are organized pursuant to any of the pertinent acts under the Definitions, Laws and Regulations section of the Instructions. Private, nonprofit corporations and associations that provide transportation services meeting the special needs of elderly individuals and individuals with disabilities are also eligible. Interested applicants must submit their application to their local RTF committee or Metropolitan Planning Organization (MPO), in addition to requesting these projects through BPT's application process.

19. Urban Area Program

<u>Program Description</u> This program provides capital assistance to eligible applicants through the Transportation Management Areas (TMA) – STP and TEDF Category C federal funds. The funds are allocated through a local project selection process.

<u>Eligible Applicants</u> Public TAs organized pursuant to any of the pertinent acts identified under the Definitions, Laws and Regulations section of the Instructions that are in the TMA with a population over 200,000. Private, nonprofit corporations and associations that provide transportation services meeting the special needs of elderly individuals and individuals with disabilities are also eligible. Interested applicants must submit their application to their MPO (Appendix C) in addition to requesting these projects through BPT's application process.

II. REQUIREMENTS FOR A COMPLETE APPLICATION

All TAs with access to the Internet must submit their annual applications through PTMS. All documents required for a complete application can be found on PTMS and on BPT's web page, at http://www.michigan.gov/mdotptd, under Resources, click on Application and Forms. TAs without access to the Internet must contact their BPT project manager for an application packet.

Note: If your agency does not have Adobe, a free Adobe reader can be downloaded at www.adobe.com.

Completing the application on PTMS consists of the following:

1. Updating Profile Screen
   Verify that all of the information listed on the Profile screen is accurate. This information is used for all MDOT correspondence (both US mail and e-mail).

2. Updating Vehicle, Facility, and Equipment Inventories
   Verify that all current revenue vehicles are listed and that all disposed vehicles have been removed from the list. The mileage for all current vehicles should be updated. Please use the same date for all vehicles. This date should be within one month of January 1 of the current fiscal year (the "mileage" and "mileage as of" fields are found on the Characteristics screen for each vehicle). You also need to fill in all required fields on both Characteristics and Financial screens including vehicles purchased with local funds.

   Please note that there are two fields on the Financial screen for each vehicle – "Replacement Requested" and "Replacement Funded". The "Replacement Requested" field must be completed using the application year in which the vehicle was originally requested to be replaced. The "Replacement Funded" field will be filled in by BPT when appropriate. The information in the inventory is used to determine eligibility for replacement. If you need assistance correcting your vehicle inventory please see the "PTMS Vehicle Inventory" help guide under the Help menu or Appendix G of the Instructions, or contact your BPT project manager.

   To add items to your facility and equipment inventories, you will need to complete the required fields on the Equipment and Facilities screens in PTMS. To remove items, you need to make sure that each item has met the replacement criteria as identified in Appendix E and that the disposal(s)/transfer(s) have been approved by your BPT project manager.

3. Creating and Completing FY 2010 Application Module
   The module consists of capital requests, operating requests (budget), and TA forms. The TA forms will open Adobe Acrobat fillable forms. You only need to fill out one set of TA forms per program for both capital and operating assistance. There are checklists to assist you in completing all appropriate components of

the application. Also for your assistance, use "PTMS Annual Application" help guide online or in Appendix G of the Instructions.

4. Submitting Application
    You must "submit" the application using the "Submit 2010 Annual Application" button on the "Transit Agency Application Listing" screen. You must also change the status of the budget to "submit."

5. Mailing Signed Forms
    Mail to your BPT project manager only those forms that require signatures as indicated on the PTMS checklist.

You must also complete other program specific requirements as described under Part III, APPLICATION SUBMITTAL BY PROGRAM of the Instructions.

Applications will be considered complete only if the above instructions are followed. **Prime contractors are responsible for ensuring that all information for completing the application is entered into PTMS, including the information relevant to their subrecipients.**

III. APPLICATION SUBMITTAL BY PROGRAM

A. REGULAR SERVICES PROGRAM (DUE FEBRUARY 1)

1. Operating Assistance Program

a. State Operating Assistance Program

The FY 2010 State Operating Assistance funds will be distributed to eligible public TAs/authorities according to Act 51. The FY 2010 R&E Manual, which is enclosed with the Instructions, provides guidance for the development of an estimated budget based on eligible expenses.

Each eligible agency will receive one of the following:

1) Legal Cap (maximum):

- Up to 60 percent of eligible expenses for nonurbanized areas and UZAs under 100,000 population.

- Up to 50 percent of eligible expenses for UZAs over 100,000 population.

- 50 percent of eligible expenses for Marine Passenger.

2) Guaranteed Floor (minimum): is equivalent to the state funds received in FY 1997. This is contingent upon a local fund requirement. If local funds are reduced, state funds will be reduced proportionally.

3) FY 2010 Formula Percentage:

When preparing your FY 2010 application, use 35.62 percent of total eligible expenses for nonurbanized areas and UZAs with a population under 100,000 and 30.16 percent of total eligible expenses for UZAs with a population over 100,000.

b. Nonurban Area Formula Program (Section 5311)

Use 16 percent of your FY 2010 total eligible expenses as an estimate.

2. Capital Assistance Program

Agencies applying for capital assistance programs must include the projects in the Capital Request portion of the application in PTMS and designate the proposed funding sources and the appropriate fiscal year. You must submit all capital requests for FY 2010, FY 2011, and FY 2012, including Section 5307, Section 5309, Small Urban, STP, TEDF-Category D, and CMAQ projects. All eligible capital items should be requested. Requests should indicate which

programs are being applied for and the needed match. Unless the funding source has already been identified, such as 5307, 5311(f), flex funds, CMAQ, or TEDF – Category D, requested funds for capital projects should be Section 5309.

NOTE: PREVIOUSLY REQUESTED CAPITAL ITEMS ARE NOT AUTOMATICALLY CARRIED FORWARD TO THE FY 2010 CAPITAL PROGRAM. PLEASE SUBMIT ALL CAPITAL NEEDS.

a. Federal Capital Assistance Programs

TAs are potentially eligible for funding under the following programs:

- CMAQ
- Federal Section 5307
- Federal Section 5309
- Section 5311 (f)
- Small Urban Program
- STP - Rural
- TEDF Category D
- TEP
- Urban Area Program

b. State Capital Assistance Programs

State Capital Assistance Programs are only used to provide match for Federal Capital Assistance Programs.

Eligible authorities/governmental agencies may receive capital grants according to Section 10e(5) of Act 51 to match federal capital programs. State participation is contingent upon funding availability. Under Act 51, MDOT is required to provide a portion of the required local match for agencies eligible to receive CTF. Specifically, Act 51 states if money is raised by a CTF eligible authority or agency for a public transportation capital outlay project funded under certain federal transit programs, the state shall pay not less than 66-2/3 percent of the local match, which equates to 13 percent. While MDOT is required to provide a 13-percent match, it has been MDOT's practice to provide the full 20 percent match using traditional cash match and toll credits. TAs have been required to submit a capital plan once the Federal Register showing apportionments and allocations has been published. BPT then developed a statewide capital match plan indicating which capital items will be matched with toll credits and which will receive cash match. Since FY 2005, MDOT has provided cash match for buses and facilities and toll credits for all other federal grant items such as preventive maintenance and equipment.

You may submit all your capital requests under this application using 80 percent federal funds and 20 percent state match. However, we suggest that you take

into consideration the matching method we have used since 2005, as mentioned above, when planning your capital needs.

Capital equipment and construction items should be budgeted at anticipated market prices as of October 1, 2010.

3. Application Requirements

a. Required Actions in PTMS

- Update Profile Screen
- Update Vehicle, Facility, and Equipment Inventories
- Create and Complete the FY 2010 Application Module
  - Complete and Save TA Forms
  - Submit Budget(s)
  - Complete and Save Capital Request(s)
- Submit Application
- Mail Signed Forms

b. Required TA Forms

- 5333(b) Labor Warranty
- Contract Clauses Certification
- Coordination Plan for Local Bus Operating Assistance
- FTA Certifications and Assurances (required only for TAs applying for Section 5311 funds)
- Resolution of Intent
- State Certifications and Assurances
- Title VI and EEO Compliance Application (required for new applicant and/or applicant that has changed their legal name)
- Title VI Info
- Vehicle Accessibility Plan Update

c. Congressional Earmark Letter or Application (if applying for Section 5309 funds)

d. Signed Local Advisory Council (LAC) Minutes

e. Public Notice

f. Transportation Improvement Program (TIP) Requirement (for agencies in UZAs only)

- Include capital requests in your local TIP; contact your MPO regarding TIP inclusion for operating requests.
- Submit in PTMS both operating and capital requests included in the TIP

4. Review Criteria

Capital requests will be reviewed using the following criteria:

a. All requests for replacement items must meet the replacement criteria identified on the "Replacement Schedule for Capital Items" (Appendix E) by October 1, 2010.

b. The item is needed to maintain or improve the efficiency, effectiveness, and/or safety of the transit service provided to the general public.

c. Fleet size must not exceed peak period fleet plus 20 percent.

d. Facility requests must be commensurate with the current level of service plus a reasonable factor for future expansion. Portions of the project not related to public transit services cannot be funded with CTF funds.

e. Items under $300 are not eligible.

**B. SPECIALIZED SERVICES OPERATING ASSISTANCE PROGRAM
(DUE MARCH 1)**

One coordinating entity per county or multicounty region that represents the transit interests of elderly individuals and individuals with disabilities is eligible to receive funding. The agency shall be the applicant for all specialized services funding requests in that county or region, regardless of who actually provides the specialized transit services. In order of priority, the coordinating entity must be one of the following:

a. A public transit agency; or if not public transit agency exists:
b. A governmental agency; or,
c. An existing Section 5310 agency; or,
d. A non-profit corporation representing specialized services interest.

If more than one public transit agency exists in the county or multicounty region (as approved by MDOT), selection of the applicant will be decided by the parties involved.

Transportation providers are currently reimbursed $1.20 per mile or $4.07 per one-way passenger trip up to the contract amount.

The Specialized Services Program also provides reimbursement to volunteer drivers using their personal vehicles to transport passengers for nonemergency medical trips provided it does not duplicate available service. This service is reimbursed at $.29 per mile up to the contract amount.

The funding between the current and new sub-applicants can be adjusted by the local coordination committee. **The amount of funding you received in 2009 is the amount you should expect to receive in 2010.** If funds become available for expansion of services or implementation of new specialized services, applications will be requested at that time.

1. Application Requirements

a. Required Actions in PTMS

- Update Profile Screen
- Update Vehicle, Facility, and Equipment Inventories*
- Create and Complete the FY 2010 Application Module
  - Complete and Save TA Forms
  - Submit Budget
- Submit Application
- Mail Signed Forms

Note: Not applicable if you do not have vehicles, equipment, or facilities funded

with federal and state funds.

b. Required TA Forms
- Budget Data
- Coordination Plan Update
- Service Description
- Title VI and EEO Compliance Application (required only for new applicants and/or applicants that have changed their legal name)

c. Local Coordination Committee

Act 51 requires proposals for coordinated Specialized Services assistance funding be developed jointly between existing eligible authorities or eligible governmental agencies that provide public transportation services and the area agencies on aging or any other organization representing specialized services interests. Local participants may include:

- Community Aging Organizations (Area Agency on Aging, Council on Aging, etc.)
- Community Disability Organizations (Community Mental Health, the ARC, Department of Career Development - Rehabilitation Services, Michigan Commission for the Blind/Michigan Department of Human Services, etc.)
- Community Action Agencies (CAA)
- Michigan Department of Human Services
- Intermediate School Districts (ISD)
- Labor Community
- Local Advisory Council (LAC)
- Local Governments
- Michigan Works! Agency
- Regional Interagency Coordination Committees (RICC)
- Private Transportation Companies
- Public Transit Providers
- Regional Planning Agency
- Transit Users

At a minimum, elderly individuals, individuals with disabilities, public transit, and the LAC must be represented. When transportation to work issues are discussed the Michigan Department of Human Services and the Michigan Works! Agency need to be represented. Each person can represent only one agency.

d. Public Notice

e. TIP Requirements (for agencies in UZAs only)

Contact your MPO regarding TIP requirement.

2. Eligible/Ineligible Applications

Eligible - Applications must be for transit services primarily for elderly individuals and individuals with disabilities within the applicant's service area.

The use of volunteer drivers is eligible if the following requirements are met:

a.   Rides are provided for nonemergency medical trips and are available to any elderly individuals or individuals with disabilities.

b.   Local coordination committee and local transit agency must support the proposed service.

c.   Service must be available to all elderly individuals and individuals with disabilities in the service area.

d.   The recipient must ensure that the private car is in safe, operating condition, and is owned by the volunteer driver.

e.   The driver must have had a valid driver's license for the past five consecutive years with no moving violations within the last two years.

f.   The driver has notified his/her insurance company that his/her vehicle will be used for this service.

Ineligibles - The following will cause an application or segment of an application to be ineligible:

a.   Service not targeted to all elderly individuals and individuals with disabilities in the service area.

b.   Method of providing service not identified.

c.   Using personal cars (except for volunteer drivers).

d.   Service is primarily for "Meals-on-Wheels."

e.   Requesting funds to purchase capital equipment.

f.   Local public transit agency does not support application.

g.   Providing trips outside of legal service area without proper authority.

h.   Replacing existing services funded from other sources.

i.   Escort service.

C. ELDERLY AND INDIVIDUALS WITH DISABILITIES PROGRAM (SECTION 5310) (DUE MARCH 1)

MDOT is the designated recipient for Section 5310 funds allocated to Michigan. MDOT's BPT staff will review and evaluate all applications based on the criteria as described under Item No. 3 of this section.

Note: New applicants who do not have access to PTMS should contact the BPT program manager for instructions regarding the submittal of this application.

1. Application Requirements

a. Required Actions in PTMS

- Update Profile Screen
- Update Vehicle, Facility, and Equipment Inventories
- Create and Complete the FY 2010 Application Module
  - Complete and Save TA Forms
  - Complete and Save Capital Request(s)
- Submit Application
- Mail Signed Forms

b. Required TA Forms

- Budget Data Form
- Contract Clauses Certification
- FTA Certifications and Assurances
- General Info
- State Certifications and Assurances
- Title VI and EEO Compliance Application (required only for new applicant and/or applicant that has changed their legal name)
- Title VI Info
- Vehicle Accessibility Plan Update

c. Coordinated Public Transit-Human Services Transportation Plan

Federal transit law requires that projects selected for funding under the Elderly and Individuals with Disabilities, JARC, and NF programs be derived from a locally developed, coordinated public transit-human services transportation plan.

All projects submitted for funding must be part of the locally developed Coordinated Public Transit-Human Services Transportation Plan which clearly identifies the needs being addressed by the project(s) and shows the strategy(ies) used to meet the needs.

The Coordinated Plan and all updates must be sent to BPT if they are not already on file with BPT.

d. Signed LAC Minutes

e. Sign-offs/Public Notice

Obtain individual sign-offs from each public and private transit and paratransit operator in your service area, stating that the services they are providing or are prepared to provide are not designed to meet the special needs of elderly individuals and individuals with disabilities within your service area, or proof of a good faith effort made in obtaining letters of support if an operator will not respond.

OR

Issue a public notice describing the capital equipment you are applying for, and the services you intend to offer in meeting the special needs of elderly individuals and individuals with disabilities within the area. This notice must be shown in major area newspapers and must invite any interested public or private transit or paratransit operators within the service area to comment on the proposed service by sending a written response to MDOT and/or your agency. A minimum of 30 days' response time must be provided.

f. TIP Requirement (for agencies in UZAs only)

For organizations serving UZAs, Section 5310 requests must be included in an approved TIP for that UZA.

2. **Eligible Use of Vehicles**

Vehicles acquired under the Section 5310 program must be used primarily for elderly individuals and individuals with disabilities. **Services are to be provided only within the legal jurisdiction of the applicant.** Revenue vehicles are only to be used to provide services to transit passengers and such services must be open to the general public.

Vehicles acquired by nonprofit agencies may be leased to private for-profit companies and public agencies where such companies could not otherwise provide required services and where such arrangements result in more efficient and effective service for elderly individuals and individuals with disabilities.

When vehicles or other equipment are operated by any agency other than the private, nonprofit organization/public agency in the grant application, control and responsibility for the operation of the vehicles or other equipment must remain with the private, nonprofit organization/public agency that was the original recipient unless transfer of the control and responsibility is to another eligible

private, nonprofit organization/public agency and is authorized by the state.

3. Review Criteria

MDOT will review and evaluate all applications utilizing the following criteria:

a. Vehicles and equipment must meet the replacement schedule in Appendix E by October 1, 2010.

b. Financial commitments to assure operating funds are available.

c. Degree to which the organization is meeting the transportation needs of elderly individuals and individuals with disabilities.

d. Appropriateness of vehicles for meeting the special transportation needs of client population.

e. Endorsements provided by local units of government, transit operators, and social service agencies.

f. The degree to which the applicant documents coordination with present and long-range plans for public transportation and other social services in the service area. This should be presented in your locally developed Coordinated Public Transit-Human Service Transportation Plan.

g. Documentation of local initiative, organization, fiscal resources and management capability, equipment inventory, and overall technical capacity.

h. Items under $300 are not eligible.

i. Capital equipment and construction items should be budgeted at anticipated market prices as of October 1, 2010.

j. All other state and federal funding sources must be exhausted before a Section 5310 request is considered. Priority shall be placed on the funding of replacement vehicles prior to expansion vehicles. If there is insufficient funding available, vehicles[1] shall be included in the FTA Section 5310 program in the following order of priority:

1) Agencies replacing vehicles previously awarded to them under the FTA Section 5310 program. Two vehicles, but not more than one large bus, per agency until all approved requests for vehicles under this priority have been funded before proceeding to the next level of priority.

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[1] Includes communication equipment necessary to operate the vehicle.

2) Private, nonprofit agencies operating public transportation systems funded under the State Operating Assistance Program [Sec. 10e(4)(a)] financed from other funding sources and used for transportation of the elderly and/or individuals with disabilities requesting replacement vehicles. Two vehicles, but not more than one large bus, per agency until all approved requests for vehicles under this priority have been funded before proceeding to the next level of priority.

3) Agencies funded under the existing Specialized Services Operating Assistance Program replacing vehicles financed from other funding sources and used for transportation of the elderly and/or individuals with disabilities. Two vehicles, but not more than one large bus, per agency until all approved requests for vehicles under this priority have been funded before proceeding to the next level of priority.

4) Agencies not currently participating in the Specialized Services Program requesting replacement vehicles financed from other funding sources and used for transportation of the elderly and/or individuals with disabilities. Two vehicles, but not more than one large bus, per agency until all approved requests for vehicles under this priority have been funded before proceeding to the next level of priority.

5) Agencies requesting expansion vehicles to provide new specialized transportation services in areas where no existing transportation services are available. Two vehicles, but not more than one large bus, per agency until all approved requests for vehicles under this priority have been funded before proceeding to the next level of priority.

6) Agencies participating in the FTA Section 5310 program, requesting expansion vehicles. Two vehicles, but not more than one large bus, per agency until all approved requests for vehicles under this priority have been funded before proceeding to the next level of priority.

7) Agencies operating specialized services and currently participating in the Specialized Services Program requesting expansion vehicles. Two vehicles, but not more than one large bus, per agency until all approved requests for vehicles under this priority have been funded before proceeding to the next level of priority.

8) Agencies not currently participating in this Specialized Services Operating Assistance Program requesting expansion vehicles, who provide specialized transportation services in areas where transportation services are available. Two vehicles, but not more than one large bus, per agency until all approved requests for vehicles under this priority have been funded before proceeding to the next level of priority.

9) After all the above vehicle priorities have been met, any remaining funds may be used to purchase other approved capital equipment.

4. Matching Requirements

Since FY 2005, BPT has developed a statewide capital plan indicating which capital items will be matched with cash match and which will receive toll credits. For the past few years, MDOT has provided cash match for buses and facilities and toll credits for all other federal grant items such as equipment.

You may submit all your capital requests under this application using 80 percent federal funds and 20 percent state match. However, we suggest that you take into consideration the match provided for the past few years when planning your capital needs.

D. JOB ACCESS AND REVERSE COMMUTE PROGRAM (JARC) (SECTION 5316) (DUE MARCH 1)

MDOT is the designated recipient for nonurban and small urban JARC funds allocated to Michigan. Agencies that wish to apply for nonurban and small urban JARC funds need to apply through MDOT using PTMS in accordance to the following application requirements. Agencies that are interested in applying for large urban JARC funds will need to contact their designated funding recipients and submit their projects through the local selection process. The submitted projects need to be included in this application via PTMS. Agencies applying for large urban JARC funds must also apply directly to FTA.

Nonurbanized and small urban applicants whose proposed service is within a large UZA must apply for funding to the large urban TA that covers that UZA.

1. Application Requirements

a. Required Actions in PTMS

- Update Profile Screen
- Update Vehicle, Facility, and Equipment Inventories
- Create and Complete the FY 2010 Application Module
  - ➢ Complete and Save TA Forms
  - ➢ Submit Budget(s)
  - ➢ Complete and Save Capital Request(s)
- Submit Application
- Mail Signed Forms

b. Required TA Forms

- 5333(b) Labor Warranty
- Contract Clauses Certification
- FTA Certifications and Assurances
- Project Summary for Each Project Funding Request
- State Certifications and Assurances
- Title VI and EEO Compliance Application (required only for new applicant and/or applicant that has changed their legal name)
- Title VI Info

c. Coordinated Public Transit-Human Services Transportation Plan

Federal transit law requires that projects selected for funding under the Elderly and Individuals with Disabilities Program, JARC, and NF be derived from a locally developed, coordinated public transit-human services transportation plan.

All projects submitted for funding must be part of the locally developed Coordinated Public Transit-Human Services Transportation Plan which clearly identifies the needs being addressed by the project(s) and shows the strategy(ies) used to meet the needs.

The Coordinated Plan and all updates must be sent to BPT if they are not already on file with BPT.

d. Public Notice

e. TIP Requirements (for agencies in UZAs only)

Capital and operating projects must be included in the 2009 TIP.

2. **Eligible Use of Program Funds**

JARC funds are intended to fund innovative and flexible programs addressing the transportation to employment needs of individuals with limited incomes as well as providing transportation to employment opportunities from urban and nonurban areas to suburban areas for individuals of all income levels.

JARC funds are available for capital, planning, operating, mobility management, and stand-alone marketing expenses that support the development and maintenance of transportation services which transport individuals to and from jobs and activities related to their employment.

Applicants are encouraged to submit projects that meet the transportation needs to and from employment and also advance the principles of human services-transit coordination.

Examples include:

- Late-night and weekend service.

- Transit-related aspects of bicycling (i.e., adding bicycle racks to vehicles to support individuals that may use this mode for a portion of their commute).

- Intelligent Transportation System (ITS) and other forms of technology to help plan and operate coordinated systems i.e., Geographic Information Systems mapping, Global Position System technology, coordinated vehicle scheduling, dispatching, and systems to help track costs and billing.

- Supporting new mobility management and coordination programs among public transportation providers and other human service agencies. Mobility management activities may include:

1) The promotion, enhancement, and facilitation of access to transportation services, including the integration and coordination of services for individuals with disabilities, older adults, and low-income individuals.

2) Support for short term management activities to plan and implement coordinated services.

3) The support of state and local coordination policy bodies and councils.

4) The operation of transportation brokerages to coordinate providers, funding agencies and customers.

5) The provision of coordinated services, including the customer-oriented travel navigator systems and neighborhood travel coordination activities of the employer-oriented transportation management organizations and human service organizations.

6) The development and operation of one-stop transportation traveler call centers to coordinate transportation information on all travel modes and to manage eligibility requirements and arrangements for customers among support programs.

3. Application Review

BPT will review applications individually to ensure the applicant has met all application criteria, including the completion of all required forms.

4. Project Selection

Projects applied for through JARC will be selected through a statewide competitive review process. If there are insufficient funds in FY 2010 for all eligible projects, contracts will be awarded based on the review and ranking by BPT staff.

Priority of the projects meeting all of the criteria is as follows:

A. **Job Access operating for continuation of existing Section 5316 JARC funded service**

B. **Job Access replacement capital** to support continuation of existing transportation services funded with Section 5316 JARC funds

C. **Mobility management** (capital expense)

D. **Job Access marketing** of existing Job Access services (capital expense)

E. **Job Access operating for new or expansion service**

F. **Job Access capital to support new or expansion service**

G. **Job Access marketing of new service** (capital expense)

H. **Job Access planning for new service** (capital expense)

I. **Reverse Commute operating for continuation service**

J. **Reverse Commute replacement capital** to support **continuation** of service

K. **Reverse Commute marketing** to support continuation of service (capital expense)

L. **Reverse Commute new or expansion service** (operating expenses)

M. **Reverse Commute capital to support new service**

N. **Reverse Commute marketing to support new service** (capital expense)

O. **Reverse Commute planning** for new service (capital expense)

Projects will be funded starting with the highest ranking project. Although each applicant may apply for funding in more than one category, it is possible awards could be made for one proposed activity and not another. Projects may not be fully funded up to the dollar amount requested on the application.

Projects will be ranked based on:

- Priority of the project category (see above).
- Thoroughness of the application and how well each given topic in the application is addressed.
- How well the project meets the needs identified in the Coordinated Plan.

5. Matching Requirements

MDOT will continue to provide 20 percent match for capital projects and 50 percent match for operating.

E. NEW FREEDOM PROGRAM (NF) (SECTION 5317) (DUE MARCH 1)

Lack of adequate transportation is a primary barrier to work for individuals with disabilities. The NF seeks to reduce barriers to transportation services and expand the transportation mobility options beyond the requirements of ADA. **Based on new interpretation of the program intent by FTA, new or expanded service for agencies who provide only demand response service is no longer allowed, therefore, those types of services funded last year will not receive continuation funding.**

MDOT is the designated recipient for nonurban and small urban NF funds allocated to Michigan. Agencies that wish to apply for nonurban and small urban NF funds need to apply through MDOT using PTMS in accordance to the following application requirements. Agencies that are interested in applying for large urban NF funds will need to contact their designated funding recipients and submit their projects through the local selection process. The submitted projects need to be included in this application via PTMS. Agencies applying for large urban JARC funds must also apply directly to FTA.

Nonurbanized and small urban applicants whose proposed service is within a large UZA must apply for funding to the large urban TA that covers that UZA.

To ensure equitable distribution, an agency cannot receive more than 50 percent of the federal funds in the nonurban or small urban allocation.

1. Application Requirements

a. Required Actions in PTMS

- Update Profile Screen
- Update Vehicle, Facility, and Equipment Inventories
- Create and Complete the FY 2010 Application Module
  - Complete and Save TA Forms
  - Submit Budget(s)
  - Complete and Save Capital Request(s)
- Submit Application
- Mail Signed Forms

b. Required TA Forms

- Certification of Local Match
- Contract Clauses Certification
- FTA Certifications and Assurances
- Project Summary for Each Project Funding Request
- State Certifications and Assurances

- Title VI and EEO Compliance Application (for new applicant and/or applicant that has changed their legal name)
- Title VI Info

c. Coordinating Entity

Applications must be submitted by one coordinating entity in each county or region. In order of priority, the coordinating entity must be one of the following:

1) A public transit agency; or if no public transit agency exists:
2) A governmental agency; or,
3) A Section 5310 agency; or,
4) A nonprofit corporation representing specialized services interest (only if no public or 5310 agency exists and no governmental agency is willing and able to act as the coordinating entity.

d. Coordinated Public Transit-Human Services Transportation Plan

Federal transit law requires that projects selected for funding under the Elderly and Individuals with Disabilities Program, JARC, and NF be derived from a locally developed, coordinated public transit-human services transportation plan.

All projects submitted for funding must be part of the locally developed Coordinated Public Transit-Human Services Transportation Plan which clearly identifies the needs being addressed by the project(s) and shows the strategy(ies) used to meet the needs.

The Coordinated Plan and all updates must be sent to BPT if they are not already on file with BPT.

e. Public Notice

f. TIP Requirement (for agencies in UZAs only)

Capital and/or operating projects must be included in the 2009 TIP.

2. Eligible Use of Program Funds

NF funds are available for capital and operating expenses that support **new** public transportation services beyond those required by ADA and **new** public transportation alternatives (beyond those required by the ADA) designed to assist individuals with disabilities with accessing transportation services, including transportation to and from jobs and employment support services. **For the purpose of the NF, "new" service is any service or activity that was not operational on or after August 10, 2005, and did not have an identified funding source as of August 10, 2005, as evidenced by inclusion TIP or the**

State Transportation Improvement Program (STIP). NF funds can not be used to replace existing or exhausted funding from other sources. However, projects funded in the FY 2008/FY 2009 MDOT program are eligible for continuation funding, except for new or expanded services for demand response systems as described in page 36.

See Appendix B for examples of eligible projects.

3. **Review Criteria**

BPT will review and evaluate all applications utilizing the following criteria:

- **Project Needs/Goals and Objectives**
  The project should directly address transportation gaps and/or barriers identified through the locally developed human services transportation planning process – *clearly identify the strategy listed in the coordinated plan that is addressed by this application.* An application should clearly state the overall program goals and objectives; demonstrate how project activities will mitigate the transportation need; and, how the project is consistent with the objectives of the NF.

- **Coordination**
  The proposed project will be evaluated on the applicant's ability to coordinate with other community transportation and/or social service resources. Applicants should clearly identify project stakeholders and how stakeholders will be kept involved and informed throughout the project. Letters of support from key stakeholders should be mailed to your BPT project manager.

- **Program Outreach**
  The marketing efforts which will be used to market the project to the public and potential users should be described, and the applicants should describe how public awareness of the project will be promoted.

- **Program Effectiveness and Performance Indicators**
  Applicants must demonstrate that the proposed project is the most appropriate match of service delivery to the need. Applicants must identify measurable outcome-based performance measures to track the effectiveness of the service in meeting identified goals. A plan should be provided to monitor and evaluate service on an ongoing basis and outline what steps will be taken if original goals are not achieved. Applicants should describe the steps they will take to measure the effectiveness and magnitude of the impact the project will have on individuals with disabilities.

- **Implementation Plan**
  For projects seeking funds to support program operations, applicants must provide a well-defined service operations plan and describe implementation

steps and timelines for carrying out the plan. The project application should indicate the number of persons expected to be served and the number of passenger trips expected to be provided. Applicants should demonstrate their institutional capability to carry out the service delivery aspect of the project described.

For capital projects, the applicant must provide a solid rationale for the project and for the use of NF funds. If an operating project is not included in your application to support the use of the capital project, your capital application must show how the capital project will be utilized and what funding will support the long term utilization of the capital project. We do not plan to fund capital projects that cannot be utilized immediately after purchase. An implementation plan for completing a capital project should be provided along with key milestones, a timeline and estimated completion date.

- **Project Budget**
  Applicants must submit a clearly defined project budget indicating anticipated project expenditures and revenues, including certification of local matching funds for all non-capital items.

Projects will be ranked based on:

- Thoroughness of the application and how well each given topic in the application is addressed.
- How well the project meets the needs identified in the Coordinated Plan.

4. Matching Requirements

Since FY 2005, BPT has developed a statewide capital plan indicating which capital items will be matched with cash match and which will receive toll credits. For the past few years, MDOT has provided cash match for buses and facilities and toll credits for all other federal grant items such as equipment.

You may submit all your capital requests under this application using 80 percent federal funds and 20 percent state match. However, we suggest that you take into consideration the match provided for the past few years when planning your capital needs.

MDOT does not plan to provide match for operating requests. The 50 percent match for all operating requests must be provided locally and a Certification of Local Match must be submitted to BPT. Acceptable sources of local matching funds are local appropriations, other non-Department of Transportation Federal funds, dedicated tax revenues, private donations, revenue from human service contracts, and net income generated from advertising and concessions. Non-cash local share such as donations, volunteer services, or in-kind contributions is eligible to be counted toward the local match as long as the value

of each is documented and supported, represents a cost which would otherwise be eligible under the program, and is included in the next project costs in the project budget. **Farebox cannot be used as local match, and must be backed out as ineligible under expense code 55008 in your OAR.**

F. SERVICE DEVELOPMENT AND NEW TECHNOLOGY PROGRAM (SDNT) (DUE MARCH 1)

1. Application Requirements

a. Required Actions in PTMS

- Update Profile Screen
- Update Vehicle, Facility, and Equipment Inventories*
- Create and Complete the FY 2010 Application Module
  - Complete and Save TA Forms
- Submit Application
- Mail Signed Forms

Note: Not applicable if you are not a public TA and do not have vehicles, equipment, or facilities funded with federal and state funds.

b. Required TA Forms

- Contract Clauses Certification
- FTA Certifications and Assurances
- SDNT Application Form
- Title VI and EEO Compliance Application (required for new applicant and/or applicant that has changed their legal name)
- Title VI Information

c. Public Notice

d. TIP Requirement (for agencies in UZAs only)

For organizations serving UZAs, the project must be included in TIP for that UZA.

2. Eligible Projects

Eligible projects include activities that support the following program goals:

- Promote/evaluate technology that is new to public transit.
- Improve safety for the public.
- Improve the efficiency and effectiveness of public transit services.
- Satisfy/identify customer needs (increased use of public transit).
- Encourage coordination/consolidation/regional service/mobility.
- Increase awareness/image of public transit.
- Promote federal/state/local/private partnerships.
- Provide a statewide application.

3. **Matching Requirements**

Federal Funding Assistance - Up to 80 percent federal, with the balance coming from state, local, and/or private sources.

4. **Selection Criteria for SDNT**

Grants will be awarded based on the selection criteria below and on available funding. Funding priority will be given to current multi-year projects.

a. **Statewide Planning Process**

- **Service Coordination** - Coordination of service whenever possible.
- **Mobility** - Increase accessibility and mobility for general public.
- **Preservation** - Emphasizing preservation of existing transit services.
- **Intermodalism** - Enhance integration and connectivity of the transportation system between modes throughout the state.
- **Environment** - Protect and enhance the environment, promote energy conservation, improve quality of life, and promote consistency between economic improvements, planned growth, and economic development.
- **Strengthening the State's Economy** - Support the economic vitality, especially by enabling global competitiveness, productivity, and efficiency.
- **Safety** - Increase safety of the transportation system for users, passengers, pedestrians, and motorized and non-motorized vehicles.
- **Security** - Increase the ability of the transportation system to support homeland security and safeguard the security of motorized and non-motorized users.
- **Efficiency** - Promote efficient system management and operation.

b. **Other Statewide Benefits**

- **Local Support** - Evidence of local support, including local funding.
- **State Department Cooperation** - Coordination of different departments in delivering basic statewide mobility.
- **Transportation Management System (TMS)** - Supports and/or promotes use of the PTMS/TMS database.
- **Training** - Serves as a model for statewide use; provides training in transit impacts and basic mobility issues.

G. MARINE PASSENGER PROGRAM (DUE MARCH 1)

Service funded under the Marine Passenger Program must be the primary means of transport service for passengers and vehicles for employment, medical, school, shopping, food, and fuel supplies.

1. Application Requirements

a. Required Actions in PTMS

- Update Profile Screen
- Update Vehicle, Facility, and Equipment Inventories
- Create and Complete the FY 2010 Application Module
  - ➢ Complete and Save TA Forms
  - ➢ Submit Budget(s)
  - ➢ Complete and Save Capital Request(s)
- Submit Application
- Mail Signed Forms

b. Required TA Forms

- Resolution of Intent
- Title VI and EEO Compliance Application (required only for new applicants and/or applicants that have changed their legal name)

c. Public Notice

2. Review Criteria

Capital requests will be reviewed using the following criteria:

a. As appropriate, all requests for replacement items must meet the replacement criteria identified on the "Replacement Schedule for Capital Items" (Appendix E) by October 1, 2010.

b. The item is needed to maintain or improve the efficiency, effectiveness, and/or safety of the transit service provided to the general public.

c. Facility requests must be commensurate with the current level of service plus a reasonable factor for future expansion. Portions of the project not related to public transit services cannot be funded with CTF funds.

d. Items under $300 are not eligible.

3. Matching Requirements

Under Act 51, marine capital is funded based on a line item legislative appropriation. Capital projects are funded by 90 percent state funds and 10 percent local funds.

IV. INSTRUCTIONS FOR TA FORMS AND RELATED REQUIREMENTS

a. 5333(b) Labor Warranty

Required by: Section 5309, Section 5311, and Section 5316

Description: The 5333(b) Labor Warranty is a certification required by Federal Transit Law which protects transit employees who may be affected by Federal transit funding. The law requires employee protections be in place and certified by the Department of Labor before Federal transit funds may be released to a transit provider.

<u>Action Requested</u>: Those applying for Section 5311, Section 5309, and Section 5316 funds must complete the 5333(b) Labor Warranty form in PTMS. Completion of the form requires a list of other surface transportation providers within your jurisdictional service area, the unions representing their employees, and a list of the unions representing your employees. You may need to use resources such as the Yellow Pages to locate other providers and contact those providers for union information. Complete and save the form in PTMS, and return the signed form to MDOT.

<u>Note</u>: You do not need to include school bus transportation providers and their unions on the 5333(b) Labor Warranty form.

b. Annual Budgeted Operating Assistance Report

Required by: All programs with operating request(s) except for SDNT

For each operating request, you will need to submit an annual budgeted OAR in PTMS when applying for federal and state operating assistance. All annual budgeted OARs, except for the Specialized Services Operating Assistance Program, consist of revenue schedule, expense schedule, and non-financial schedule. You will need to complete all three schedules. The R&E Manual provides guidance on how to develop your budgeted OAR. For instructions on how to create and submit an annual budgeted OAR, see the PTMS help guide (Appendix G).

The annual budgeted OAR for the Specialized Services Operating Assistance Program contains only the non-financial schedule, which must be completed in accordance with the Specialized Services Manual.

Both the R&E Manual and the Specialized Services Manual can be accessed via BPT's web page at http://www.michigan.gov/mdotptd by clicking on "Audit/Accounting Information" under Resources.

<u>Action Requested:</u> Create and submit the annual budgeted OAR in PTMS.

c. **Budget Data**

Required by: Section 5310 and Specialized Services

Description: This form lists the anticipated expense and revenue schedules. The information provided in the form should be related to your transportation program and the budget should be balanced. The completed form will help MDOT to determine if you have the financial capacity to implement the Section 5310 and Specialized Services programs.

Action Requested: Complete and save the form in PTMS.

d. **Capital Request(s)**

Required by: All programs with capital request(s) except for Specialized Services and SDNT

You will need to submit each capital request from all funding sources in PTMS when applying for federal and state capital assistance - even if you are applying directly to the FTA for the federal portion of funds. A complete capital request requires information for all the applicable fields on the Capital Request Detail screen in PTMS. For detailed instructions on how to create a capital request, refer to the PTMS help guide (Appendix G). For agencies in UZAs, the current year's requests in PTMS should match the capital items listed in your TIP.

Action Requested: Complete and save each capital request in PTMS.

e. **Certification of Local Match for Section 5317 Grant Application**

Required by: Section 5317

Description: This form identifies and certifies that local match is guaranteed for operating projects.

Action Requested: Complete and save the form in PTMS and mail the signed form to MDOT.

Note: Farebox cannot be used as local match, and must be backed out as ineligible under expense code 55008 in your OAR.

f. **Congressional Earmark Letter or Application**

Required by: Section 5309

Description: If you are requesting a U.S. Congressional earmark, you need to submit your funding requests in a letter or via an application to your

congressional delegate's office. For details, contact your congressional delegate's office.

Action Requested: provide your BPT project manager with a copy of your funding requests to the congressional delegate's office. You also must submit the requests in PTMS.

g. Contract Clauses Certification

Required by: All federal programs

Description: Contract clauses certify compliance with federal requirements. It is an annual certification process, and the clauses are referenced in the MDOT project authorizations but not attached.

Action Requested: Obtain and review the set of clauses from BPT's website (http://www.michigan.gov/mdotptd) and in PTMS, under 2010 Application, Checklist. Complete and save the form in PTMS and return the signed copy to MDOT.

Note: The form must be signed by an authorized signer of your Master Agreement. Entities with multiple master agreements will have multiple contract clause certifications. You do not need to complete the certification if you are applying only for the Specialized Services Operating Assistance Program or Marine Passenger Program.

h. Coordinated Public Transit-Human Services Transportation Plan

Required by: Section 5310, Section 5316, and Section 5317

Description: Federal transit law, as amended by SAFETEA–LU, requires that projects selected for funding under the Elderly and Individuals with Disabilities (Section 5310), JARC (Section 5316), and NF(Section 5317) programs be "derived from a locally developed, coordinated public transit-human services transportation plan" and that the plan be "developed through a process that includes representatives of public, private, and non-profit transportation and human services providers and participation by members of the public." The Coordinated Public Transit-Human Services Transportation Plan Guidance is available on BPT's page at http://www.michigan.gov/mdotptd.

Action Requested: Submit to MDOT the Coordinated Public Transit-Human Services Transportation Plan or any updates if it is not already on file with BPT.

i. Coordination Plan for Specialized Services Applicants

Required by: Specialized Services

Description: The Coordination Plan Update form in PTMS requires a brief description of major accomplishments made during FY 2008 and planned activities for the upcoming year. The descriptions should identify basic responsibilities of the Coordination Committee, any monitoring activities, and any special projects. Examples of the type of activities you may want to include in the description are: communication events; obtaining customer input; designated leadership roles; coordination of client rides; develop specific goals and objectives; clearinghouse; central dispatch; joint driver training programs; shared maintenance; review performance; and review and adjust budgets. The coordination plan should list the committee participants and the groups they represent.

Organizations must ensure that the level and quality of service will be provided without regard to race, color or national origin and that there is not a disparate impact on groups protected by Title VI of the Civil Rights Act of 1964. This is especially important if the same service has been provided for several years and demographic changes may have occurred in your community or if service changes have been made. You will need to describe your efforts to comply with this requirement.

Action Requested: Complete and save the form in PTMS.

Note: If you have submitted a Coordinated Public Transit-Human Services Transportation Plan to BPT, you will still need to fill out the Coordination Plan for Specialized Services in PTMS. Submit only one Coordination Plan Update per county or multi-county region.

j. Coordination Plan for Local Bus Operating Assistance

Required by: Regular Services

All agencies applying for Local Bus Operating Assistance must submit a coordination plan. If an agency is also applying for Specialized Services Operating Assistance, only the Specialized Services coordination plan is required. The plan should list all transit providers/purchasers in your area and describe efforts for coordinating transit services with each of these agencies.

BPT encourages local TAs to involve the private sector in providing public transit services. The goal is to improve service while containing costs. There may be areas of your service that the private sector could provide more cost effectively.

Action Requested: Survey your service area to determine if there are private sector providers available. When feasible, contact private sector providers to evaluate possible areas where they could assist with the provision of public transit service. Coordinate with all transit providers/purchasers in your area to maximize the efficiency of services. Complete and save the form in PTMS.

Note: If you have submitted to MDOT a Coordinated Public Transit-Human Services Transportation Plan, you will still need to submit a Local Bus Operating Assistance Coordination Plan.

k. FTA Certifications and Assurances

Required by: Sections 5310, Section 5311, Section 5316, Section 5317, and/or SDNT

Description: A list of the certifications and assurances is available in Appendix A. This information details the requirements of FTA Sections 5310, Section 5311, Section 5316, Section 5317, and SDNT programs.

Action Requested: Complete and save the form in PTMS, and return the signed form to MDOT. All applicable items must be checked off for the program(s) you are applying for.

l. General Information

Required by: Section 5310

Description: This form provides specific information on the applicant as well as identifies the type of services to be provided, statistics on the clients that receive the service, service area, intended use of vehicles, days and hours of operation, and reservation requirements. Information from the US Census Bureau may assist in the completion of the information for the ethnic groups.

Action Requested: Complete and save the form in PTMS.

m. Project Summary

Required by: Section 5316 and Section 5317

Description: This form requires specific information on the individual project that the applicant is requesting the funds for. A separate form is required for each project being requested.

Action Requested: Complete and save forms for each project in PTMS.

Note: You must also submit your capital and operating requests in PTMS.

n. Public Notice

Required by: All programs

Description: The application(s) must be made available to the public for review and comment. Multiple programs may be combined into one public notice as

long as the public notice requirements are met for each program. The public notice must be shown in major area newspapers and must invite comment. A minimum of 30 days' response time must be provided.

A sample public notice is provided in PTMS and can be accessed through the application checklist as well as on BPT's page at http://www.michigan.gov/mdotptd.

Complete the following list to ensure that the information requested is included in the public notice:

1) Applicant name.
   Provide the name of the eligible authority or governmental entity making application to MDOT.

2) Program name.
   Identify the program(s) for which the applicant is submitting the application.

3) Funding amount.
   Identify *by program* the amount (both capital and operating) for which the applicant is submitting the application.

4) Capital description
   Identify *by program* the specific capital items being requested.

5) Public review and comment
   Indicate where the application(s) can be reviewed or how a copy may be obtained. Include the period of time the document(s) will be available for review and how comments may be submitted to the applicant. If requested, a public hearing must be scheduled.

6) Title VI Information
   Indicate applicant's compliance with the Title VI requirement.

Action Requested: Mail to MDOT a copy of the **published** public notice and all comments received.

Note: While you may use a different format than the sample we provide, you must ensure that all the six elements as stated above are included in the public notice.

o. **Resolution of Intent**

Required by: Regular Services and Marine Passenger

Description: An eligible public TA and/or governmental agency or authority applying for state formula operating assistance is required to annually enact a

resolution of intent.

Action Requested: Enact and mail to MDOT a resolution of intent for state formula operating assistance. The resolution shall provide for all of the following: (a) Indicate that the budget for the local transportation program is balanced (surplus) and specify the sources and amount of estimated revenues that support the proposed expenditures; (b) Name an official representative of the applicant for all public transportation matters who is authorized to provide such information as deemed necessary by the commission or department for its administration of the act and; (c) Certify that changes in eligibility documentation have not occurred during the past state FY.

Complete and save the form in PTMS, and mail original with stamped seal and/or authorized signature to MDOT.

p. **Service Description**

Required by: Specialized Services

Description: The Service Description form requests information regarding the service area, schedule, type of service, MDOT continuation funds, and method of reimbursement for the Regular Service/Paid Driver and/or Volunteer Driver Program, as well as training efforts.

Action Requested: The applicant needs to complete and save the form in PTMS. If the applicant is a funding pass-through agency, the form should reflect the information of the funding sub-applicant(s) listed in the MDOT's project authorization. An applicant with more than one funding sub-applicant listed in the MDOT project authorization should provide the form to each sub-applicant for completion, compile the sub-applicants' information into one form, and save the form in PTMS.

Note: If an applicant is a funding-pass through agency with multiple sub-applicants and these sub-applicants are not listed in MDOT's project authorization, the applicant is not required to provide the form to the sub-applicants but will need to complete and save the form in PTMS that reflects the overall information of all sub-applicants.

q. **SDNT Application Form**

Required by: SDNT

Description: The form is used to apply for the SDNT Program which provides funds for research, training/education, planning and coordination, and special operational and technical projects.

<u>Action Requested</u>: Complete and save the application form in PTMS. The following format must be used to submit projects for consideration:

Project Title: Give a concise title for the project.

Agency Project Manager**:** List contact person, telephone number and name of agency submitting request.

Problem Statement: Describe the project background, the scope of the effort, the relationship of the project to operations or policy, if it is mandated by law, and the importance of the project to your agency or the public transit industry.

Project Objective: State the objectives of the project.

Project Description: Give a brief summary of the project including benefits such as safety, methods, efficiency, coordination, and potential for statewide application. Describe how the project relates to the statewide planning and/or other statewide benefits contained in Part III, F, 4 of the Instructions. Indicate if the project would be conducted in-house or by a private consultant.

Products and Deliverables: Describe the end-products of the project, such as reports, manuals, models and operating procedures, and how they will resolve the problem. Provide information on how the deliverables would be implemented. **Note: A final report summarizing the project must be submitted to MDOT. The report should include the project objectives, methodology, and results, including potential statewide application.** The report will be posted on the BPT website.

Time Frame: State duration of the project and the date in which the project would be initiated. A project may be multiple years.

Project Support: List all transit agencies, local governmental units and/or coordination committee support provided within the geographical area affected by this project. Written verifications such as letters or committee/board meeting minutes supporting this project should be included with this request. **Support from local transit agencies and local coordination committees within the geographical area affected is required.**

Budget: List the major activities and capital item(s); identify estimated costs and federal, state, local, and private funding amounts. Identify the local and private sources of funds.

r. State Certifications and Assurances

Required by: Regular Services, Section 5310, Section 5316, and/or Section 5317

Description: The State Certifications and Assurances form certifies and assures

the state that: A. the organization has the necessary operational lifts on its vehicles and; B. the organization has proof of vehicle insurance on file.

Action Requested: Complete and save the form in PTMS, and return the signed form to MDOT.

Note: Complete the applicable items for each program as indicated in the form.

s. Title VI and Equal Employment Opportunity Compliance Application

Required by: All programs

Description: The Title VI and Equal Employment Opportunity (EEO) Compliance Application can be accessed through PTMS and is provided on BPT's page at http://www.michigan.gov/mdotptd. This form assures the state that your agency is in compliance with Title VI and EEO requirements. If you have any questions concerning Title VI and EEO Compliance, please call MDOT's Office of Business Development at (866) 323-4009.

Action Requested: Please submit the complete application to MDOT's Office of Business Development and provide a copy to your project manager.

Note: The Title VI and EEO Compliance Application is required only if you are a new applicant or you have changed your legal name. All applicants for Section 5310, Section 5311, Section 5316, and Section 5317 programs will also need to complete annually the federal Title VI information form included in the program application. For details, see instructions for Title VI Information form below.

t. Title VI Information

Required by: Section 5310, Section 5311, Section 5316, and/or Section 5317

Description: Title VI of the Civil Rights Act of 1964 is the Federal law that protects individuals from discrimination on the basis of their race, color, or national origin in programs that receive Federal financial assistance.

There are many forms of illegal discrimination based on race, color, or national origin that can limit the opportunity of minorities to gain equal access to services and programs. Among other things, in operating a federally assisted program, a recipient cannot, on the basis of race, color, or national origin, either directly or through contractual means:

- Deny program services, aids, or benefits;
- Provide a different service, aid, or benefit, or provide them in a manner different than they are provided to others: or
- Segregate or separately treat individuals in any matter related to the receipt of any service, aid, or benefit.

Organizations must ensure that the level and quality of service will be provided without regard to race, color or national origin and that there is not a disparate impact on groups protected by Title VI of the Civil Rights Act of 1964. This is especially important if the same service has been provided for several years and demographic changes may have occurred in your community or if service changes have been made.

Action Requested: a) Under Item No. 1, report on the Title VI Information form any active lawsuits or complaints alleging discrimination based on race, color or national origin with respect to service or other transit benefits; b) under Item No. 2, report any civil rights compliance review activities conducted within the last three years with regard to your transportation program; c) under Item No. 3, describe your agency's efforts in ensuring that the level and quality of service will be provided without regard to race, color or national origin and that there is not a disparate impact on groups protected by Title VI of the Civil Rights Act of 1964 and; d) complete and save the form in PTMS.

u. TIP Requirements (for agencies in UZAs only)

All operating and capital requests under this application should be included in both your local TIP and PTMS. Contact your local MPO (Appendix C) for TIP requirements.

The nonurbanized requests will be included in the STIP after the annual application is submitted to BPT and an approved program is developed.

v. Vehicle Accessibility Plan Update

Required by: Regular Services and Section 5310

Description: Section 10e(18) of Act 51 states: "A vehicle shall not be purchased, leased, or rented by an eligible authority or eligible governmental agency, after October 1, 1978, with funds made available under this act, which vehicle is used to provide demand actuated services unless the eligible authority or eligible governmental agency has submitted a plan to the state transportation department describing the service to be provided by the demand actuated service to individuals 65 years of age or older and handicappers." MDOT's administrative rules allow the eligible authority or eligible governmental agency to submit an amendment to the plan on the Vehicle Accessibility Plan Update form in PTMS.

Act 51 requires each eligible entity requesting vehicles to establish an LAC with not less than fifty percent of its membership representing individuals 65 years of age or older and individuals with disabilities within the service area subject to the plan. Many of you might have formed the LAC based upon your local Coordination Committee. While the Coordination Committee serves as an

advisory body for the coordination and improvement of transportation services and should include all the interested stakeholders, the LAC, however, may be a subset of the Coordination Committee. The MDOT Administrative Rules state: "Local advisory council members shall not be employees of the applicant and shall not be members of the applicant's executive committee or governing board."

Action Requested: Each eligible entity jointly with the Area Agency on Aging shall approve at least one (1) or the equivalent of 12 percent of the membership of the LAC. The LAC must have an opportunity to review and comment upon the plan or amendment/update before its submission to the department. A copy of the minutes from the meeting at which the plan or amendment/update was reviewed and discussed by the LAC should be signed by the LAC chairperson and mailed to MDOT. The minutes should indicate that the LAC has reviewed and commented upon the plan or amendment/update. The minutes should also include comments received, if any, and the response to said comments from the applicant.

Complete and save the Vehicle Accessibility Plan Update form in PMTS.

Note: You are not required to complete the update if your agency has no FTA/MDOT funded vehicle(s) or does not request revenue vehicles to be funded under the application and there are no changes in the current plan.

V. APPENDIX

A. CERTIFICATIONS AND ASSURANCES FOR FTA SECTION 5310, SECTION 5311, SECTION 5316, SECTION 5317, AND/OR SDNT ASSISTANCE

1. Assurance of Authority of the Applicant and Its Representative

The authorized representative of the Applicant and the attorney who sign these certifications, assurances, and agreements affirm that both the Applicant and its authorized representative have adequate authority under applicable State, local, or Indian tribal law and regulations, and the Applicant's by-laws or internal rules to:
(1) Execute and file the application for Federal assistance on behalf of the Applicant;
(2) Execute and file the required certifications, assurances, and agreements on behalf of the Applicant binding the Applicant; and
(3) Execute grant agreements and cooperative agreements with FTA on behalf of the Applicant.

2. Standard Assurances

The Applicant assures that it will comply with all applicable Federal statutes and regulations in carrying out any project supported by an FTA grant or cooperative agreement. The Applicant agrees that it is under a continuing obligation to comply with the terms and conditions of the grant agreement or cooperative agreement with FTA issued for its project. The Applicant recognizes that Federal laws and regulations may be modified from time to time and those modifications may affect project implementation. The Applicant understands that Presidential executive orders and Federal directives, including Federal policies and program guidance may be issued concerning matters affecting the Applicant or its project. The Applicant agrees that the most recent Federal laws, regulations, and directives will apply to the project, unless FTA issues a written determination otherwise.

3. Nondiscrimination Assurance

As required by 49 U.S.C. 5332 (which prohibits discrimination on the basis of race, color, creed, national origin, sex, or age, and prohibits discrimination in employment or business opportunity), by Title VI of the Civil Rights Act of 1964, as amended, 42 U.S.C. 2000d, and by U.S. DOT regulations, "Nondiscrimination in Federally-Assisted Programs of the Department of Transportation-Effectuation of Title VI of the Civil Rights Act," 49 CFR part 21 at 21.7, the Applicant assures that it will comply with all requirements imposed by or issued pursuant to 49 U.S.C. 5332, 42 U.S.C. 2000d, and 49 CFR part 21, so that no person in the United States, on the basis of race, color, national origin, creed, sex, or age will be excluded from participation in, be denied the benefits of, or otherwise be subjected to discrimination in any program or activity (particularly in the level and quality of transportation services and transportation-related benefits) for which the Applicant receives Federal assistance awarded by the U.S. DOT or FTA.

Specifically, during the period in which Federal assistance is extended to the project, or project property is used for a purpose for which the Federal assistance is extended or for another purpose involving the provision of similar services or benefits, or as long as the Applicant retains ownership or possession of the project property, whichever is longer, the Applicant assures that:

(1) Each project will be conducted, property acquisitions will be undertaken, and project facilities will be operated in accordance with all applicable requirements of 49 U.S.C. 5332, 42 U.S.C. 2000d, and 49 CFR part 21, and understands that this assurance extends to its entire facility and to facilities operated in connection with the project.

(2) It will promptly take the necessary actions to effectuate this assurance, including notifying the public that complaints of discrimination in the provision of transportation-related services or benefits may be filed with U.S. DOT or FTA. Upon request by U.S. DOT or FTA, the Applicant assures that it will submit the required information pertaining to its compliance with these provisions.

(3) It will include in each subagreement, property transfer agreement, third party contract, third party subcontract, or participation agreement adequate provisions to extend the requirements imposed by or issued pursuant to 49 U.S.C. 5332, 42 U.S.C. 2000d and 49 CFR part 21 to other parties involved therein including any subrecipient, transferee, third party contractor, third party subcontractor at any level, successor in interest, or any other participant in the project.

(4) Should it transfer real property, structures, or improvements financed with Federal assistance provided by FTA to another party, any deeds and instruments recording the transfer of that property shall contain a covenant running with the land assuring nondiscrimination for the period during which the property is used for a purpose for which the Federal assistance is extended or for another purpose involving the provision of similar services or benefits.

(5) The United States has a right to seek judicial enforcement with regard to any matter arising under Title VI of the Civil Rights Act, U.S. DOT implementing regulations, and this assurance.

(6) It will make any changes in its Title VI implementing procedures as U.S. DOT or FTA may request to achieve compliance with the requirements imposed by or issued pursuant to 49 U.S.C. 5332, 42 U.S.C. 2000d, and 49 CFR part 21.

4. Assurance of Nondiscrimination on the Basis of Disability

As required by U.S. DOT regulations, "Nondiscrimination on the Basis of Handicap in Programs and Activities Receiving or Benefiting from Federal Financial Assistance," at 49 CFR 27.9, the Applicant assures that, as a condition to the approval or extension of any Federal assistance awarded by FTA to construct any facility, obtain any rolling stock or other equipment, undertake studies, conduct research, or to participate in or obtain any benefit from any program administered by FTA, no otherwise qualified person with a disability shall be, solely by reason of that disability, excluded from participation in, denied the benefits of, or otherwise

subjected to discrimination in any program or activity receiving or benefiting from Federal assistance administered by the FTA or any entity within U.S. DOT. The Applicant assures that project implementation and operations so assisted will comply with all applicable requirements of U.S. DOT regulations implementing the Rehabilitation Act of 1973, as amended, 29 U.S.C. 794 et seq., and the Americans with Disabilities Act of 1990, as amended, 42 U.S.C. 12101 et seq., and implementing U.S. DOT regulations at 49 CFR parts 27, 37, and 38, and any other applicable Federal laws that may be enacted or Federal regulations that may be promulgated.

5. **Procurement Compliance**
   The Applicant certifies that its procurements and procurement system will comply with all applicable Federal laws and regulations in accordance with applicable Federal directives, except to the extent FTA has expressly approved otherwise in writing.

6. **Lobbying Certification**

   A. As required by 31 U.S.C. 1352 and U.S. DOT regulations, "New Restrictions on Lobbying," at 49 CFR 20.110, the Applicant's authorized representative certifies to the best of his or her knowledge and belief that for each application to FTA for Federal assistance exceeding $100,000:
      (1) No Federal appropriated funds have been or will be paid by or on behalf of the Applicant to any person to influence or attempt to influence an officer or employee of any Federal agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress regarding the award of Federal assistance, or the extension, continuation, renewal, amendment, or modification of any Federal assistance agreement; and
      (2) If any funds other than Federal appropriated funds have been or will be paid to any person to influence or attempt to influence an officer or employee of any Federal agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with any application for Federal assistance, the Applicant assures that it will complete and submit Standard Form-LLL, "Disclosure Form to Report Lobbying," including information required by the instructions accompanying the form, which form may be amended to omit such information as authorized by 31 U.S.C. 1352.
      (3) The language of this certification shall be included in the award documents for all subawards at all tiers (including subcontracts, subgrants, subagreements, and contracts under grants, loans, and cooperative agreements).

   B. The Applicant understands that this certification is a material representation of fact upon which reliance is placed by the Federal government and that submission of this certification is a prerequisite for providing Federal assistance for a transaction covered by 31 U.S.C. 1352. The Applicant also understands that any person who fails to file a required certification shall be subject to a civil

penalty of not less than $10,000 and not more than $100,000 for each such failure.

7. Acquisition of Rolling Stock for Use in Revenue Service

As required by 49 U.S.C. 5323(m) and implementing FTA regulations, "Pre-Award and Post-Delivery Audits of Rolling Stock Purchases," 49 CFR part 663, at 49 CFR 663.7, the Applicant certifies that it will comply with the requirements of 49 CFR part 663 as modified by amendments authorized by section 3023(k) of SAFETEA-LU when procuring revenue service rolling stock. Among other things, the Applicant agrees to conduct or cause to be conducted the requisite preaward and post delivery reviews, and maintain on file the certifications required by 49 CFR part 663, subparts B, C, and D.

8. Bus Testing

As required by 49 U.S.C. 5318 and FTA regulations, "Bus Testing," at 49 CFR 665.7, the Applicant certifies that, before expending any Federal assistance to acquire the first bus of any new bus model or any bus model with a new major change in configuration or components, or before authorizing final acceptance of that bus (as described in 49 CFR part 665):
A. The bus model will have been tested at FTA's bus testing facility; and
B. The Applicant will have received a copy of the test report prepared on the bus model.

9. Charter Service Agreement

A. As required by 49 U.S.C. 5323(d) and (g) and FTA regulations at 49 CFR 604.4, the Applicant understands and agrees that it and each subrecipient, lessee, third party contractor, or other participant in the project at any tier may provide charter service for transportation projects that uses equipment or facilities acquired with Federal assistance authorized under the Federal transit laws (except as permitted by 49 CFR 604.2), or under 23 U.S.C. 133 or 142, only in compliance with those laws and FTA regulations, "Charter Service," 49 CFR part 604, the terms and conditions of which are incorporated herein by reference.

B. The Applicant understands and agrees that:
(1) The requirements of FTA regulations, "Charter Service," 49 CFR part 604, will apply to any charter service it or its subrecipients, lessees, third party contractors, or other participants in the project provide,
(2) The definitions of FTA regulations, "Charter Service," 49 CFR part 604, will apply to this Charter Service Agreement, and
(3) A pattern of violations of this Charter Service Agreement may require corrective measures and imposition of remedies, including barring the Applicant, subrecipient, lessee, third party contractor, or other participant in the project that has engaged in that pattern of violations from receiving FTA

financial assistance, or withholding an amount of Federal assistance as set forth in FTA regulations, "Charter Service," 49 CFR part 604, Appendix D.

10. **School Transportation Agreement**

A. As required by 49 U.S.C. 5323(f) and (g) and FTA regulations at 49 CFR 605.14, the Applicant understands and agrees that it and each subrecipient, lessee, third party contractor, or other participant in the project at any tier may engage in school transportation operations in competition with private school transportation operators that uses equipment or facilities acquired with Federal assistance authorized under the Federal transit laws or under 23 U.S.C. 133 or 142, only in compliance with those laws and FTA regulations, "School Bus Operations," 49 CFR part 605, to the extent consistent with 49 U.S.C. 5323(f) or (g), the terms and conditions of which are incorporated herein by reference.

B. The Applicant understands and agrees that:
    (1) The requirements of FTA regulations, "School Bus Operations," 49 CFR part 605, to the extent consistent with 49 U.S.C. 5323(f) or (g), will apply to any school transportation service it or its subrecipients, lessees, third party contractors, or other participants in the project provide,
    (2) The definitions of FTA regulations, "School Bus Operations," 49 CFR part 605 will apply to this School Transportation Agreement, and
    (3) If there is a violation of this School Transportation Agreement, FTA will bar the Applicant, subrecipient, lessee, third party contractor, or other participant in the project that has violated this School Transportation Agreement from receiving Federal transit assistance in an amount FTA considers appropriate.

11. **Demand Responsive Service**

As required by U.S. DOT regulations, "Transportation Services for Individuals with Disabilities (ADA)," at 49 CFR 37.77(d), the Applicant certifies that its demand responsive service offered to individuals with disabilities, including individuals who use wheelchairs, is equivalent to the level and quality of service offered to individuals without disabilities. Viewed in its entirety, the Applicant's service for individuals with disabilities is provided in the most integrated setting feasible and is equivalent with respect to: (1) Response time, (2) fares, (3) geographic service area, (4) hours and days of service, (5) restrictions on trip purpose, (6) availability of information and reservation capability, and (7) constraints on capacity or service availability.

12. **Alcohol Misuse and Prohibited Drug Use**

As required by FTA regulations, "Prevention of Alcohol Misuse and Prohibited Drug Use in Transit Operations," at 49 CFR part 655, subpart I, the Applicant certifies that it has established and implemented an alcohol misuse and anti-drug program, and has complied with or will comply with all applicable requirements of FTA regulations,

"Prevention of Alcohol Misuse and Prohibited Drug Use in Transit Operations," 49 CFR part 655.

13. Acquisition of Capital Assets by Lease

As required by FTA regulations, "Capital Leases," 49 CFR part 639, at 49 CFR 639.15(b)(1) and 49 CFR 639.21, if the Applicant acquires any capital asset by lease financed with Federal assistance authorized under 49 U.S.C. chapter 53, the Applicant certifies as follows:

(1) It will not use Federal assistance authorized 49 U.S.C. chapter 53 to finance the cost of leasing any capital asset until it performs calculations demonstrating that leasing the capital asset would be more cost-effective than purchasing or constructing a similar asset; and it will complete these calculations before entering into the lease or before receiving a capital grant for the asset, whichever is later; and

(2) It will not enter into a capital lease for which FTA can provide only incremental Federal assistance unless it has adequate financial resources to meet its future obligations under the lease if Federal assistance is not available for capital projects in the subsequent years.

B. ELIGIBLE PROJECTS UNDER NEW FREEDOM PROGRAM

Applicants are encouraged to submit projects that meet the transportation needs of people with disabilities for transportation to and from employment and also advance the principles of human services-transit coordination. Applicants are encouraged to develop innovative solutions to meet the needs of individuals with disabilities in their communities. Examples are:

a. New Public Transportation Services Beyond the ADA. The following activities are examples of eligible projects meeting the definition of new public transportation.

   (1) Enhancing paratransit beyond minimum requirements of the ADA. ADA complementary paratransit services can be eligible under New Freedom in several ways as long as the services provided meet the definition of "new:"

   (a) Expansion of paratransit service parameters beyond the three-fourths mile required by the ADA;

   (b) Expansion of current hours of operation for ADA paratransit services that are beyond those provided on the fixed-route services;

   (c) The incremental cost of providing same day service;

   (d) The incremental cost of making door-to-door service available to all eligible ADA paratransit riders, but not as a reasonable modification for individual riders in an otherwise curb-to-curb system;

   (e) Enhancement of the level of service by providing escorts or assisting riders through the door of their destination;

   (f) Acquisition of vehicles and equipment designed to accommodate mobility aids that exceed the dimensions and weight ratings established for common wheelchairs under the ADA and labor costs of aides to help drivers assist passengers with over-sized wheelchairs. This would permit the acquisition of lifts with a larger capacity, as well as modifications to lifts with a 600 lb design load, and the acquisition of heavier-duty vehicles for paratransit and/or demand-response service; and

   (g) Installation of additional securement locations in public buses beyond what is required by the ADA.

   (2) Feeder services. New "feeder" service (transit service that provides access) to commuter rail, commuter bus, intercity rail, and intercity bus stations, for which complementary paratransit service is not required under the ADA.

   (3) Making accessibility improvements to transit and intermodal stations not designated as key stations. Improvements for accessibility at existing transportation facilities that are not designated as key stations established

under 49 CFR 37.47, 37.51, or 37.53, and that are not required under 49 CFR 37.43 as part of an alteration or renovation to an existing station, so long as the projects are clearly intended to remove barriers that would otherwise have remained. New Freedom funds are eligible to be used for new accessibility enhancements that remove barriers to individuals with disabilities so they may access greater portions of public transportation systems, such as fixed-route bus service, commuter rail, light rail and rapid rail. This may include:

(a) Building an accessible path to a bus stop that is currently inaccessible, including curb cuts, sidewalks, accessible pedestrian signals or other accessible features,

(b) Adding an elevator or ramps, detectable warnings, or other accessibility improvements to a non-key station that are not otherwise required under the ADA,

(c) Improving signage, or way finding technology, or

(d) Implementation of other technology improvements that enhance accessibility for people with disabilities including ITS.

(4) Travel training. New training programs for individual users on awareness, knowledge, and skills of public and alternative transportation options available in their communities. This includes travel instruction and travel training services.

b. New Public Transportation Alternatives Beyond the ADA. The following activities are examples of projects that are eligible as new public transportation alternatives beyond the ADA under the New Freedom Program:

(1) Purchasing vehicles to support new accessible taxi, ride sharing, and/or vanpooling programs. New Freedom funds can be used to purchase and operate accessible vehicles for use in taxi, ridesharing and/or van pool programs provided that the vehicle has the capacity to accommodate a passenger who uses a "common wheelchair" as defined under 49 CFR 37.3, at a minimum, while remaining in his/her personal mobility device inside the vehicle, and meeting the same requirements for lifts, ramps and securement systems specified in 49 CFR part 38, subpart B.

(2) Supporting the administration and expenses related to new voucher programs for transportation services offered by human service providers. This activity is intended to support and supplement existing transportation services by expanding the number of providers available or the number of passengers receiving transportation services. Only new voucher programs or expansion of existing programs are eligible under the New Freedom Program. Vouchers can be used as an administrative mechanism for payment of alternative transportation services to supplement available public transportation. The New Freedom Program can provide vouchers to individuals with disabilities to

purchase rides, including: (a) mileage reimbursement as part of a volunteer driver program; (b) a taxi trip; or (c) trips provided by a human service agency. Providers of transportation can then submit the voucher for reimbursement to the recipient for payment based on pre-determined rates or contractual arrangements. Transit passes for use on existing fixed route or ADA complementary paratransit service are not eligible. Vouchers are an operational expense which requires a 50/50 (Federal/local) match.

(3) <u>Supporting new volunteer driver and aide programs</u>. New volunteer driver programs are eligible and include support for costs associated with the administration, management of driver recruitment, safety, background checks, scheduling, coordination with passengers, and other related support functions, mileage reimbursement, and insurance associated with volunteer driver programs. The costs of new enhancements to increase capacity of existing volunteer driver programs are also eligible. FTA notes that any volunteer program supported by New Freedom must meet the requirements of both "new" and "beyond the ADA." FTA encourages communities to offer consideration for utilizing all available funding resources as an integrated part of the design and delivery of any volunteer driver/aide program.

(4) <u>Supporting new mobility management and coordination programs among public transportation providers and other human service agencies providing transportation</u>. Mobility management is an eligible capital cost. Mobility management techniques may enhance transportation access for populations beyond those served by one agency or organization within a community. For example, a non-profit agency could receive New Freedom funding to support the administrative costs of sharing services it provides to its own clientele with other individuals with disabilities and coordinate usage of vehicles with other non-profits, but not the operating costs of the service. Mobility management is intended to build coordination among existing public transportation providers and other transportation service providers with the result of expanding the availability of service. Mobility management activities may include:

(a) The promotion, enhancement, and facilitation of access to transportation services, including the integration and coordination of services for individuals with disabilities, older adults, and low-income individuals;

(b) Support for short term management activities to plan and implement coordinated services;

(c) The support of State and local coordination policy bodies and councils;

(d) The operation of transportation brokerages to coordinate providers, funding agencies and customers;

(e) The provision of coordination services, including employer-oriented Transportation Management Organizations' and Human Service Organizations' customer-oriented travel navigator systems and neighborhood travel coordination activities such as coordinating individualized travel training and trip planning activities for customers;

(f) The development and operation of one-stop transportation traveler call centers to coordinate transportation information on all travel modes and to manage eligibility requirements and arrangements for customers among supporting programs; and

(g) Operational planning for the acquisition of intelligent transportation technologies to help plan and operate coordinated systems inclusive of Geographic Information Systems (GIS) mapping, Global Positioning System Technology, coordinated vehicle scheduling, dispatching and monitoring technologies as well as technologies to track costs and billing in a coordinated system and single smart customer payment systems (acquisition of technology is also eligible as a stand alone capital expense).

C. METROPOLITAN PLANNING ORGANIZATIONS (MPO) CONTACTS

Mr. Sandeep Dey, Executive Director
West Michigan Shoreline
  Regional Development Commission
316 Morris Avenue, Suite 340, P.O. Box 387
Muskegon, MI 49443-0387
(231) 722-7878; Fax: (231) 722-9362
E-mail: sdey@wmsrdc.org

Mr. Don Stypula, Executive Director
Grand Valley Metro Council
40 Pearl St., NW, Ste. 410
Grand Rapids, MI 49503-3027
(616) 776-3876; Fax: (616) 774-9292
E-mail: stypulad@gvmc.org

Mr. Derek Bradshaw, Principal Planner
Genesee County Metropolitan
  Planning Commission
1101 Beach Street, Room 223
Flint, MI 48502-1470
(810) 257-3010; Fax: (810) 257-3185
E-mail: dbradshaw@co.genesee.mi.us

Mr. Paul Tait, Executive Director
Southeast Michigan Council
  of Governments
535 Griswold Street, Suite 300
Detroit, MI 48226
(313) 961-4266; Fax: (313) 961-4869
E-mail: tait@semcog.org

Ms. Pat Karr, Executive Director
Battle Creek Area Transportation Study
Springfield Municipal Building
601 Avenue A
Springfield, MI 49015
(269) 963-1158; Fax: (269) 963-4951
E-mail: bcatsmpo@aol.com

Mr. Charles Reisdorf, Executive Director
Region 2 Planning Commission
Jackson County Tower Building
120 W. Michigan Avenue
Jackson, MI 49201
(517) 788-4426; Fax: (517) 788-4635
E-mail: creisdor@co.jackson.mi.us

Mr. Jon Coleman, Executive Director
Tri-County Regional Planning Commission
913 W. Holmes Road, Ste. 201
Lansing, MI 48910
(517) 393-0342; Fax: (517) 393-4424
E-mail: jcoleman@mitcrpc.org

Mr. K. John Egelhaaf, Executive Director
Southwestern Michigan Commission
185 East Main Street, Suite 701
Benton Harbor, MI 49022
(269) 925-1137; Fax: (269) 925-0288
E-mail: egelhaafj@swmicomm.org

Mr. Doug Bell, Interim Director
Saginaw Metropolitan Area Transportation Study
111 S. Michigan Ave.
Saginaw, MI 48602
(989) 797-6800; Fax: (989) 797-6809
E-mail: dbell@saginawcounty.com

Mr. Dave Engelhardt, Director
Bay County Planning Department
515 Center Ave.
Bay City, MI 48708
(989) 895-4064; Fax: (989) 895-4068
E-mail: engelhardtd@baycounty.net

Mr. Jonathan Start, Director
Kalamazoo Area Transportation Study
3801 E. Kilgore Rd.
Kalamazoo, MI 49001-5534
(269) 343-0766; Fax: (269) 381-1760
E-mail: jstart@katsmpo.org

Ms. Sue Higgins, Executive Director
Macatawa Area Coordinating Council
400 - 136th Ave., Ste. 416
Holland, MI 49424
(616) 395-2688; Fax: (616) 395-9411
E-mail: shiggins@the-macc.org

* Mr. Anthony L. Reams, President
Toledo Metropolitan Area Council of Governments
300 Central Union Plaza
Toledo, Ohio 43602
(419) 241-9155; Fax: (419) 241-9116
E-mail: reams@tmacog.org

* (Monroe, MI 3C Area is part of the Toledo
Urbanized Area, but is under the SEMCOG
MPO)

To view MPO information, please proceed to the MDOT website, at www.michigan.gov/mdotptd, choose maps & publications from the left navigation bar, choose Maps, click on NFC & NHS, and then select "New County and Urban Area Maps as of 2008".

D. RURAL TASK FORCE CONTACTS AND MAP

	RURAL TASK FORCE CHAIRS			
RTF #	Name	County	Telephone	E-Mail
1	Chris Mann	SEMCOG	313/546-4250	mann@semcog.org
2	Stan Clingerman	Hillsdale	517/437-4458	hillsdalecrc@hillsdalecrc.org
3	Brad Lamberg	Barry	269/945-3449	bcrc@barrycounty.org
4	Larry Hummel	Van Buren	269/674-8011	vbcrchummel@comcast.net
5	Bill Meinz	Lapeer	810/664-6272	wmeinz@lcrconline.com
6	Bob Peterson	Ingham	517/676-9722	rpeterson@inghamcrc.org
7A	Michele Zawerucha	Tuscola	989/673-2128	mzawerucha@tuscolaroad.org
7B	Tom Mayan	Saginaw	989/643-7174	tomsr@mayanagency.com
7C	Mark Sohlden	Gladwin	989/426-7441	msohlden@ejourney.com
7D	Blair Dyer	Arenac	989/653-2411	jga@centurytel.net
8A	Gary Dittmer	Mason	231/757-2882	masoncrc@sbcglobal.net
8B	Randy Stearns	Montcalm	989/831-5285	randy@montcalmroads.com
8C	Wayne Schoonover	Ionia	616/527-1700	wayne@ioniacountyroads.org
9	Mike Roper	Otsego	989/732-5202	mikeocrc@chartermi.net
10A	Brian Gutowski	Emmet	231/347-8142	emmetcrc@chartermi.net
10B	Kelly Bekken	Missaukee	231/839-4361	kelly@mcrc-roads.com
10C	Mary Gillis	Gd Traverse	231/922-4848	gtcrc@gtcrc.org
11	Don Holt	Chippewa	906/635-5295	ccengineer@sault.com
12A	Rochelle Cotey	Alger	906/387-4845	altranco@jamadots.com
12B	Dave Pajula	Dickinson	906/774-1588	dcrcdave@up.net
13A	Douglas Mills	Baraga	906/524-7270	bcrcdjm@up.net
13B	Doug Tomasoski	Iron	906/265-6686	doug@ironcountyroads.com
14	Paul Bouman	Muskegon	231/788-2381	pbouman@muskegoncountyroads.org

RURAL TASK FORCES

Keweenaw

13A
Houghton

Ontonagon
Baraga

13B
Gogebic
Marquette
12A
Alger
Luce

11
Chippewa

Iron
Dickinson
Schoolcraft
Mackinac

12B
Delta

Menominee

Emmet
Cheboygan
Presque Isle

Charlevoix
10A
Antrim
Otsego Montmorency Alpena

Leelanau

10C
Benzie
Grand Traverse Kalkaska
Crawford
Oscoda
Alcona

Manistee
10B
Wexford Missaukee Roscommon Ogemaw **7D** Iosco

Arenac

Mason
8A
Osceola
Clare
Gladwin

7C
Huron

Oceana
Newaygo
Mecosta
Isabella
Midland
Bay

7A

Muskegon
8B
Montcalm
Gratiot
7B
Saginaw
Tuscola
Sanilac

14

Kent
Ionia
Clinton
Shiawassee
5
Genesee
Lapeer
St. Clair

8C
6
Oakland
Macomb

Allegan
Barry
Eaton
Ingham
Livingston
1

Van Buren Kalamazoo **3** Calhoun
Jackson
Washtenaw
Wayne

4
Berrien
Cass
St. Joseph
Branch
Hillsdale
2
Lenawee
Monroe

E. REPLACEMENT SCHEDULE FOR CAPITAL ITEMS (Revised October 1, 2008)

Category	Useful Life
Buildings	
Buildings – New	40 years *
Office Furniture, Fixtures, & Equipment	
Office Furniture & Fixtures	12 years *
Not structural components of the building (Ex. desks, files, safes, etc.).	
Office Equipment	5 years *
Computer equipment, telephone systems, radios, copy machines, data handling equipment, etc.	
Maintenance Equipment, Fixtures, Tools, and Vehicles	
Maintenance Equipment & Fixtures	12 years *
Roller cabinets, portable tool stands, compressors, hoists, diagnostic equipment, lift truck, engine stands, brake lathes, bus washers, etc.	
Maintenance Tools	5 years *
Lawn mowers, snow blowers, power/hand tools, etc.	
Maintenance Vehicles	
Trucks – light duty (under 13,000 lbs. g.v.w.)	4 years
Trucks – Heavy duty (over 13,000 lbs. g.v.w.)	7 years

State Revenue Vehicle Replacement Guidelines

	Date that determines eligibility for replacement when MDOT provides state or federal funding	
Revenue Vehicle Categories	**(A)** **For Vehicles Delivered Prior to 1/1/08**	**(B)** **For Vehicles Delivered on or after 1/1/08**
Car – Minivan – Maxivan	4 years or 100,000 miles	4 years or 100,000 miles
Small Buses	5 years or 150,000 miles	7 years or 200,000 miles (or longer to match Altoona test)

State Revenue Vehicle Replacement Guidelines (Continued)

	Date that determines eligibility for replacement when MDOT provides state or federal funding	
Revenue Vehicle Categories	**(A)** **For Vehicles Delivered Prior to 1/1/08**	**(B)** **For Vehicles Delivered on or after 1/1/08**
Medium Buses	7 years or 200,000 miles	7 years or 200,000 miles (or longer to match Altoona test)
Medium/Heavy Buses	10 years or 350,000 miles	10 years or 350,000 miles (or longer to match Altoona test)
Large/Heavy Buses	12 years or 500,000 miles	12 years or 500,000 miles (or longer to match Altoona test)

For vehicles delivered prior to January 1, 2008, the replacement schedule matches column A. For vehicles delivered on or after January 1, 2008, the replacement schedule matches column B. Vehicles that are Altoona tested at fewer years or miles than indicated in column B will not be replaced until the years or miles indicated in column B have been reached. Vehicles tested at higher miles or years than indicated in column B will not be eligible for replacement until they have met their Altoona tested life.

Beginning October 1, 2009, for locally administered federal grants (including Section 5307, Section 5309, CMAQ and other federal grants awarded directly to a transit agency by the FTA), MDOT will not provide state matching funds to replace a vehicle that has not met the criteria listed above.

F. ESTIMATED VEHICLE PRICES (Revised November 1, 2008)

Minivan (4 years or 100,000 miles)

    7-passenger minivan with AC
        a) Front wheel drive $20,000

Standard Van (4 years or 100,000 miles)

    8-passenger van with AC
        a) Rear wheel drive   17,000
    12-passenger van with AC
        a) Rear wheel drive   20,000
    15-passenger van with AC
        a) Rear wheel drive   21,000

Small Bus (5 years or 150,000 miles)

    Cutaway bus, 90" interior without lift, gas engine   58,000
    Cutaway bus, 90" interior without lift, diesel engine   66,000
    Cutaway bus, 90" interior with lift, gas engine   63,000
    Cutaway bus, 90" interior with lift, diesel engine   71,000

    Note: Vehicle price includes AC and Auxiliary Heater

26-Foot Medium Duty Bus (Diesel Only) (7 years or 200,000 miles)

    26-Foot Medium Duty bus without lift   82,000
    26-Foot Medium Duty bus with lift   87,000

    Note: Vehicle price includes AC, Auxiliary Heater, Limited Slip
    Differential, Air Ride Seat, Electric Driveline Retarder.

29-Foot Medium Duty Bus (Diesel Only) (7 years or 200,000 miles)

    29-Foot Medium Duty bus without lift   88,000
    29-Foot Medium Duty bus with lift   93,000

    Note: Vehicle price includes AC, Auxiliary Heater, Limited Slip Differential,
    Air Ride Seat, Electric Driveline Retarder.

Medium Heavy Duty Bus (Less than 35-foot) (10 years or 350,000 miles)

    Medium Heavy Duty bus with lift   300,000

Heavy Duty Bus (Over 35-foot) (12 years or 500,000 miles)

    Heavy Duty bus with lift   350,000

G. PTMS HELP GUIDE

General Instructions • How To...

Task Overview:
- Get Started
- Sign In
- Edit Your Account Profile
- Create a Custom TA List
- Search/Sort
- Sign Out
- Download Acrobat Reader
- Get Help with PTMS

Instructions

1. **Get Started:** Disable all pop-up blocker software before using PTMS.
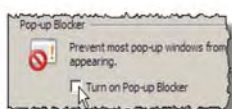
2. Internet Explorer version 6.x or higher is recommended for PTMS. Recent versions of Mozilla Firefox should also work.

3. To use the TA forms portion of the PTMS, Adobe Reader software (a free download from the Internet) is required. (See instructions later in this document.)
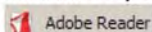
4. Please save frequently. Thirty minutes of inactivity will result in automatic log out and loss of any unsaved entries.

5. Internet fluctuations may cause slower PTMS response. Please be patient while waiting for new screens, before re-clicking any buttons.

6. When *editing* information in the system, please do not use the **Back** button. If you are just *viewing* information, the **Back** button may be used.
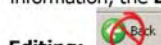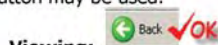
   Editing: **Viewing:**

1. **Sign In:** Open Internet Explorer. Type:
   https://mdotwas1.mdot.state.mi.us/login/userLogin.do
   OR
   www.michigan.gov/mdotptms

   Hit ↵ **Enter**
   Tip: Book marking as a Favorite will make future visits even faster and easier.

2. Enter your **User ID** and **Password**.

   Note: *For locked accounts or forgotten IDs and passwords, contact Kathy Urda. (See contact information on next page.)*

3. Then click Sign In. OR Hit ↵ **Enter**

4. Click on **PTMS** in the UARS application selection screen.

Application Name	Description
PTMS	Public Transportation Management System
PaveMaPP	PaveMaPP

5. The PTMS screen opens.

6. Click on the desired transit agency. If the agency you desire is not on your screen, create a new custom list or use the Search/Sort button (explained later) to choose the Statewide list of TAs..

1. **Edit Your Account Profile:** Sign In using the first THREE steps above.
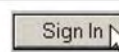
2. Click the **Your Profile** link in the top center of the page.
   UARS Home | Your Profile | MDOT Home

3. Enter any needed changes.

   See Next Page ⇒

4. Scroll to the bottom of the page and click the **Update** button. UARS informs you of success.
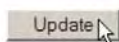
5. Click **Sign Out** to leave **OR** click UARS Home and then click to enter PTMS.

     Sign Out . . .OR . . . UARS Home

1. **Create a Custom TA List:** Sign In to PTMS. Click the checkbox next to each TA you want to include in your list. OR click the box in the heading to select ALL.

2. Click on the **Save Selected TAs** button at the top of the list.
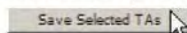
3. To change your custom list of TAs, use a search (see below) to produce a list of desired agencies, then check their boxes and click **Save Selected TAs** again.

TIP: *New agencies are sometimes added to PTMS. Keep your custom "statewide" lists current by occasionally using search/sort to re-create them.*

1. **Search and Sort:** Click the Search/Sort button at the top of the screen.
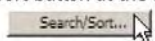
2. You can use the checkboxes in the upper half of the screen to select a desired range of TAs by category.

3. OR you can use the criteria at the bottom of the page to "home in" on specific TA records within the categories selected above.

4. At the lower right side you can use the checkboxes to set the fields and order for your sorted list. Use the drop-downs to specify an ascending or descending sequence. (See previous picture.)

5. Click the Apply button at the bottom of the page to see the record(s) determined by your checkbox or criteria selections.

6. TIP: Another quick way to sort in ascending or descending order directly in the list screen is by clicking the arrow next to the underlined column heading.

1. **Sign Out:** To protect your data, always sign out from PTMS by clicking the Logout link in the upper right corner.

1. **Download Acrobat Reader:** The Acrobat Reader is available at:
http://www.adobe.com/products/acrobat/readstep2.html

2. Clear the checkbox of any unwanted add-ons.
☐ **Free eBay Desktop. Search faster, bid smarter.**

3. Click the Download Now button.
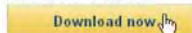
4. Depending on your security settings, you may need to click the yellow bar at the top of Internet Explorer and allow the "ActiveX" installation.
   This website wants to install
Then in the security dialog box, click Install.
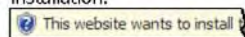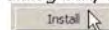
5. If a box asks whether you want to Run or Save, click Run. Wait for the automatic download, installation, and configuration.

Get PTMS Help: Contact your project manager. If unable to contact the project manager, use this list:

For help connecting to PTMS, or comments/suggestions:
     Kathy Urda(System Adminstrator)
     (517) 335-2575, urdak@michigan.gov.

For help with an Operating Assistance Report or Report Module:
     Sandy Lovell
     (517) 335-2525, lovells@michigan.gov

For help entering or updating your vehicle inventory:
     Michael Frezell
     (517) 335-0904, frezellm@michigan.gov.

For general questions about how to use PTMS:
     Jean Ruestman
     (517) 373-6625, ruestmanj@michigan.gov.

Management System Resource Center:
For web instructions, updates and background materials on all aspects of the Transportation Management System (TMS):
http://www.mdot.state.mi.us/planning/TMS

Task Overview:
- Create a New Application
- Create a New Capital Request
- Change Capital Requests
- Create Operating Requests
- Create Transit Agency (TA) Forms
- Update Vehicle Inventory
- Submit Your Application
- View/Edit an Existing Application
- Get Help with PTMS

Instructions

1. **Create a New Application:** Log in and click on the name of your agency in the list screen.

☐ Ann Arbor Transporta...
☐ Antrim County Transp...
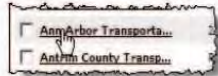
2. Click on the **Application** choice from the menu on the left side of your screen.

3. To create a new application click the **New** button near the top of the screen.

4. This will create your new application and take you to the Checklist screen.

PTMS - Annual Application Checklist
Ann Arbor Transportation Authority
Application Year: 2010

---
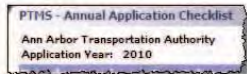
1. **Create a New Capital Request:** Click on **Capital Request** in the left menu.

2. If you want to start with a copy from a previous year:
a.) Click the **Prev. Yr.** Report button.
b.) Choose the report to copy.
c.) Click **Copy Capital Requests** button.
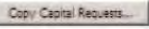
The selected previous request is brought forward into the current year with the date automatically advanced.

Note: *You will only be able to do this once, so please copy requests when beginning the application.*

3. Otherwise, for a new *blank* Capital Request, click on the **New** button. A new Capital Request opens, showing the Details tab.
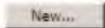
4. *For replacement or expansion vehicle requests:* Fill in the four required ("*") fields: **Year, Justification, Type, Subtype** & **Program**. *Be sure the Year is correct.*
- Choosing Vehicle as the **Type** changes the screen.
- **Justification** should identify the specific vehicle(s) to be replaced (by Local ID, VIN, or "71" number), as well as the need *and* the grounds for eligibility.
- Choose Replace or Expand in the **Action** field. The screen changes to add fields toward the bottom.
- Scroll down to choose **Extended** or **Local** purchase type.
- Indicate number of identical vehicles requested with **Duplicate Forms**.

5. *For extended purchase,* complete the **Vehicle Description** and **Additional Options** fields. Insert the estimated options-only price of any additional options for *one* vehicle.

6. *For local purchase,* enter **Vehicle Description**, including any options, and total price for *one* vehicle.

7. Under the **Vehicle Request Form List**, you may put the base price as $0 and the additional price as the amount of the annual lease payment. In the **Justification** field you will need to indicate the number of leased vehicles and which year the lease payment is for, such as "Fifth year of 12-year lease for 121 buses."

Note: *Requests are not complete until you also move to the Vehicle financial screen and specify the vehicles and fiscal years for replacement. See the* Vehicle Inventory *quick guide for details.*

8. *For equipment/facility* requests or *rehab/remanufacture* vehicle requests, fill in the four required ("*") fields: **Year, Justification, Type,** & **Program**. *Be sure the Year is correct.*
- Choosing the **Type** changes the screen (and may require entry of a **Subtype**).
- **Justification** should state the need *and* the grounds for eligibility (purchase date if applicable), as well as the specific items to be replaced (if any). In the **Description**, describe the specific items to be purchased.
- Enter the price for the total request in **Request Total**.
- Clicking or tabbing out of the Request Total field automatically calculates dollar amounts using default 80:20 Federal and State percentages. You may change these percentages by clicking in the appropriate percentage field. Combined percentages must total 100%. Clicking out will recalculate.
- Remember to enter the required quantity in **Funded Qty**.

9. Click **Save** after all Capital Request entries are done.
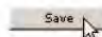
10. To request another item, click the **New** button again and proceed as above or below.
- To get a Capital Request hard copy, click **View Report** to open Adobe, then click the **Print** button.
- To delete a Capital Request in *Pre-Requested* status, check the desired request, then click the **Delete** button.
- If the application is already submitted, please contact your project manager for any needed deletions.

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1. **Changing Capital Requests:** For equipment, facilities, or rehab/remanufactured vehicle requests in *pre-submit* status, just enter changes in the capital request detail screen—and save them.

↑ Application
▸ Checklist   ☐ 2006
● Capital Request   ☐ 2006

2. To alter the type or number of vehicle (expand or replace) requests, perform the following:
- To delete request forms, first click the checkbox by the unwanted form(s). (Or check the box next to **Base Price** to delete *all* vehicle request forms.) Then click the **Delete Vehicle Forms** button.   *See Next Page ⇒*

- To insert additional forms, select a quantity from the **Additional Vehicle Forms** dropdown and click the **Add Vehicle Forms** button.
- To change *local* purchase vehicle type or price, delete all vehicle request forms as just described, and then add new forms with the desired changes.

Note: *You may still add capital requests to an already-submitted application. To change a request that is in Submit/Eligible/Ineligible status, open the capital request detail screen and click on ReSubmit. This will activate some fields to allow changes. Refer to the directions above for changing the request.*

Be sure to save all changes!
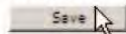
Once a Capital Request is approved by the project manager (PM), you must contact your PM before making any changes.

3. To delete a Capital Request in *pre-submit* status, open the Capital Request *List* screen, check the request, then click the **Delete** button. An already-submitted Capital Request can only be deleted by contacting your project manager.
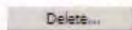
1. **Create Operating Requests:** Click on Annual Budgeted OARs in the left menu.
Note: *Annual Budgeted OARs can only be created from within the application. However, once created, they can be accessed both in the application and through the All Operating Reports menu.*
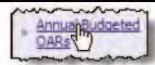
2. Click the **New** button.
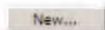
3. Select the appropriate service area/type. If the selection you need does not appear, contact your project manager.

4. Verify the **Summary** screen accuracy and enter any needed Comments.
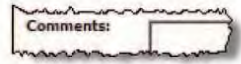
5. Click **Save**. Complete all needed entries on next page.
- See the Operating Assistance Reports quick guide and/or the Revenue and Expense Manual for details.
- OAR codes are in total by line item, not split into Administrative, Operating, and Maintenance categories.

6. Submit the OAR when complete by selecting Submit in the **Status** field of the OAR Summary screen. Then click **Save**.
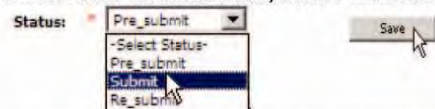
1. **Create TA Forms:** Click on **TA Forms** in the left menu.
Note: *You will need Adobe Reader to create TA forms. (See the* General Instructions *quick guide.)*

2. Select the appropriate **Application Type**. The TA Form Types list will change accordingly.
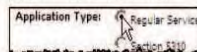
3. Select the desired form by clicking on **Create Form (Edit Form)**. The form will open in an Adobe Acrobat window of your browser.

4. Fill in all applicable fields on the form.

5. You can print from Acrobat by clicking on **Print.**
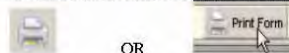
OR

Note: *If a form indicates it must be mailed to MDOT, print, sign and mail the form in an envelope bearing proper postage.*

6. Save the form by clicking **Save Form** at the top.

7. To close, click the **X** in the upper right corner.

Note: *If exactly the same form is needed for multiple application types, you only need to complete it once.*

1. **Update Vehicle Inventory:** To complete this application submission requirement, see the Vehicle Inventory quick guide.

1. **Submit Your Application:** Click on Application in the left menu.
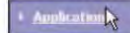
2. Click on the Submit button for the year you wish to submit. Then Click **OK** to confirm submission.
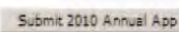
Note: *The budget OAR must be submitted separately. Application submission does not change OAR status.*

1. **View/Edit an Existing Application:** Click on Application in the left menu.

2. Click the link for the application to edit.

3. Use the left menu to find information to view/edit.
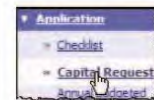
4. **TA Forms** are always available for editing. *Instructions for editing a Budget (OAR) are found in the* Operating Assistance Report quick guide.

Get PTMS Help: Contact your project manager. If unable to contact the project manager, use this list:

For help connecting to PTMS, or comments/suggestions:
Kathy Urda(System Adminstrator)
(517) 335-2575, urdak@michigan.gov.

For help with an Operating Assistance Report or Report Module:
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(517) 335-0904, frezellm@michigan.gov.

For general questions about how to use PTMS:
Jean Ruestman
(517) 373-6625, ruestmanj@michigan.gov.

Management System Resource Center:
For web instructions, updates and background materials on all aspects of the Transportation Management System (TMS):
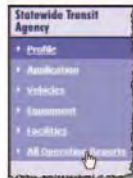http://www.mdot.state.mi.us/planning/TMS

PTMS • **Operating Assistance Report** • *How To...*

Task Overview:
- Create a New Operating Assistance Report (OAR) – Quarterly or Reconciled
- View/Print an Existing OAR
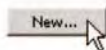- Edit an Existing/Submitted OAR
- Get Help with PTMS

Instructions

1. **Create a New OAR (Quarterly or Reconciled):** From the left side navigation menu, choose **All Operating Reports**.

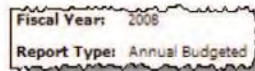   **Note:** *To create a new budget, see the* Annual Application *instructions.*

2. Click the **New** button.

3. Use the **Agency/Service Type** drop-down to select the appropriate service area/type.

   Agency/Service Type: * Select Service Area/Type

4. Verify the **Fiscal Year** field and **Report Type** (or enter, if needed).

   Fiscal Year: 2008
   Report Type: Annual Budgeted

5. Type **Comments** into the text box as needed.

   Comments:
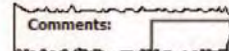
6. Click the **Save** button at the bottom center of the screen.

7. Click the **Revenue, Expense,** and/or **Non-Financial** schedule tabs to enter data. You must **Save** after each tab.

   Summary | Revenue Schedule | Expense Schedule | Non-Financial Sched
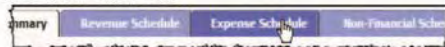
8. Tips:
   Enter whole dollar amounts without punctuation.
   Enter data by row using the **Tab** key.
   Enter data by column using the **Enter** key.

9. After all data is entered, click **Save**.

10. To insert any missed financial code, click **Financial Codes** near the top or bottom of the page.
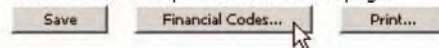
    Save | Financial Codes... | Print...

    Check the needed codes (or use the box to the left of the "Code" title to select all) and then click **Insert**.

    41398 RTAP
    41399 Other FTA Contracts & Reimbursements (Explain
    41400 Interest Income
    43000 Contributed Services

    Insert
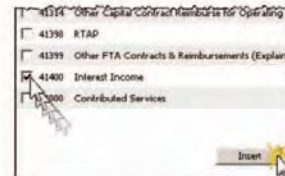
    Always **Save** changes!

11. Submit the OAR when complete by selecting Submit in the **Status** field of the OAR Summary screen.

    Then click **Save**.

    Status: * PM Approval
    -Select Status-
    Pre_submit
    Submit
    Re_submit
    PM Approval
    PAS Approved
    PAS Denied
    Year-End
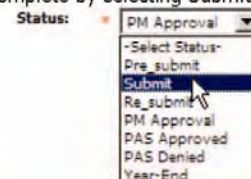
    Save

12. Your project manager will be automatically notified when your report is submitted.

    E-MAIL

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1. **View & Print an OAR:** From the left side navigation menu, choose **All Operating Reports**.
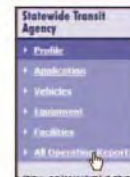
2. Click the line for the report you want to view.

   See Next Page ⇒

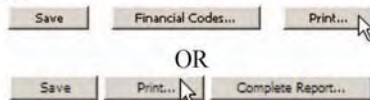 | Report Year | Report Type | Ag |
   |---|---|---|
   | 2007 | **Annual Budgeted** | Urb |
   | 2006 | **Annual Budgeted** | Non |
   | 2006 | **Annual Budgeted** | Urb |
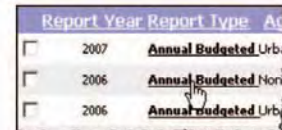
3. Move from tab to tab to view information.
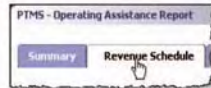
4. To view columns not shown on screen, use the tab key or the scroll bar at the bottom of the screen.
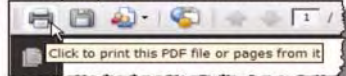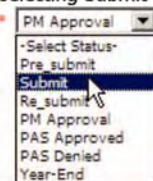
...OR...
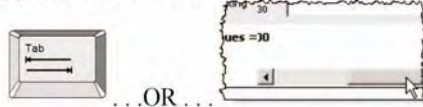
5. Choose the **Print** button at the top or bottom of each screen to print individual pages or the entire report.

OR

6. This will open Adobe Acrobat in your browser. To print the report, click **Print** in the Acrobat toolbar.

Click to print this PDF file or pages from it

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1. **Edit an Existing/Submitted OAR:** If OAR is already submitted, ask your project manager to change the report Status to "Resubmit". If not submitted, go to step 2.

2. From the left side navigation menu, choose **All Operating Reports**.

3. Click the line for the report you want to view.

Report Year	Report Type	Agency Type	Service Type	Status	OAR Codes Year
2007	Annual Budgeted	Urban Large	Regular Service	Pre_submit	2006
2007	Annual Budgeted	Urban Large	Specialized Services/5310	Pre_submit	2007
2006	Annual Budgeted	Nonurban Township	Regular Service	Re_submit	2005
2006	Annual Budgeted	Urban Large	Regular Service	Submit	2005

4. Edit any required information, following the instructions given above under the topic *Creating an Operating Assistance Report.*

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5. To insert any missed financial code(s), click **Financial Codes** near the top or bottom of the page.
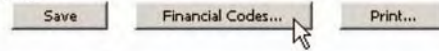
Check the needed codes (or use the box to the left of the "Code" title to select all) and then click **Insert**.

	Code	
	41314	Other Capital Contract Reimburse for Operating
☐	41390	RTAP
☐	41399	Other FTA Contracts & Reimbursements (Explain
☑	41400	Interest Income
☐	41000	Contributed Services
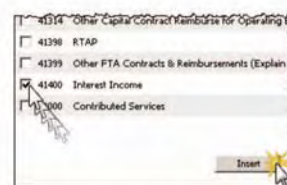
Always **Save** changes!

6. Submit the OAR when complete by selecting Submit in the **Status** field of the OAR Summary screen.

Status:
- Select Status-
- Pre_submit
- **Submit**
- Re_submit
- PM Approval
- PAS Approved
- PAS Denied
- Year-End

Then click **Save**.

7. Your project manager will be automatically notified when your report is submitted.

Get PTMS Help: Contact your project manager. If unable to contact the project manager, use this list:

For help connecting to PTMS, or comments/suggestions:
Kathy Urda(System Adminstrator)
(517) 335-2575, urdak@michigan.gov.

For help with an Operating Assistance Report or Report Module:
Sandy Lovell
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For help entering or updating your vehicle inventory:
Michael Frezell
(517) 335-0904, frezellm@michigan.gov.

For general questions about how to use PTMS:
Jean Ruestman
(517) 373-6625, ruestmanj@michigan.gov.

Management System Resource Center:
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http://www.mdot.state.mi.us/planning/TMS

Task Overview:

- Add a New Vehicle
- Change Current Vehicle Information
- Document Local Sale and Disposal of a Vehicle

- Change Vehicle Status to Disposed
- Verify/Complete an Annual Application
- Get Help with PTMS

Instructions

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1. **Add a New Vehicle:** From the left side navigation menu, choose **Vehicles**.

2. Click the **New** button.

3. Enter vehicle information on *Vehicle Characteristics* screen. Be sure to fill the many required fields ("*"). Be very careful when entering the Vehicle ID Number.

> **WARNING**
> Extreme care must be exercised in entering the Vehicle Identification Number (VIN). Once saved, this is the vehicle's data key and is difficult to change. Be sure to enter a VIN in all caps and double check the title to assure letters/numbers are used correctly. If you make an error entering a VIN, please notify Michael Frezell (contact information on next page).

4. Click the Continue button at bottom of screen.
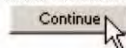
5. Enter vehicle information on the *financial information* screen, *using no punctuation.*

6. Click the **Finish** button at the bottom of the screen.

7. **Note:** *The Improvement area is only used when vehicles are being rehabbed.*

---

1. **Changing Current Vehicle Information:** From the left side navigation menu, choose **Vehicles**.

2. Click the line displaying summary information for the vehicle you want to edit.

3. Edit the necessary information. For mileage updates, please enter new values for **Current Miles** and **Miles As Of** date.

4. When you have completed your changes, click **Save**.

---

1. **Vehicle Local Sale & Disposal:** Submit the required paperwork to MDOT if the vehicle being sold was purchased under a 100% state grant, a state administered federal grant, or the locally administered federal grant with state match.

2. When a vehicle is approved for disposal, MDOT will change the PTMS *status* of that vehicle to *Local Sale* for all agencies. *See Next Page ⇒*
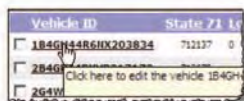

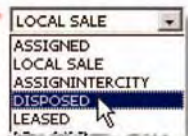3. Once the vehicle is sold, you will need to change the status of the vehicle to *Disposed*. (See below.)

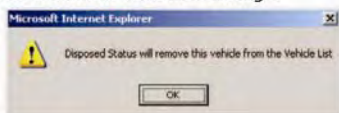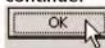a. **Change Vehicle Status to Disposed:** From the left side navigation menu, choose **Vehicles**.
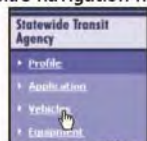
b. Click on the line displaying summary information for the vehicle that was sold.

c. In the Status field, choose Disposed.

d. PTMS will ask you to confirm the status change. Click OK to continue.

e. Scroll down to enter other requested information such as Date and Amount of disposal.

f. When you have completed your changes, click Save.
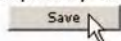
Note: *Once you have changed the Status to Disposed and Saved the record, that vehicle will no longer appear on your inventory.*

1. **Verify/Complete Annual Application:** From the left side navigation menu, choose **Vehicles**.

2. Verify all revenue vehicles are listed in the inventory, and all disposed vehicles have been removed.

3. On the *Vehicle Characteristics* screen, for each vehicle, update the *Miles* and *Miles As Of* date, and verify/complete all other data.
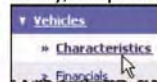
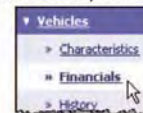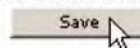4. On the Financial screen, for each vehicle, indicate if a replacement for this vehicle has been requested, and verify/complete all other data.

5. When you have completed your changes, click the **Save** button at the bottom of the screen.

Get PTMS Help: Contact your project manager. If unable to contact the project manager, use this list:

For help connecting to PTMS, or comments/suggestions:
Kathy Urda(System Adminstrator)
(517) 335-2575, urdak@michigan.gov.

For help with an Operating Assistance Report or Report Module:
Sandy Lovell
(517) 335-2525, lovells@michigan.gov

For help entering or updating your vehicle inventory:
Michael Frezell
(517) 335-0904, frezellm@michigan.gov.

For general questions about how to use PTMS:
Jean Ruestman
(517) 373-6625, ruestmanj@michigan.gov.

Management System Resource Center:
For web instructions, updates and background materials on all aspects of the Transportation Management System (TMS):
http://www.mdot.state.mi.us/planning/TMS

H. QUESTIONS AND ANSWERS

1. When can I start working on my application in PTMS?

    Instructions will be mailed by December 1 of each year. You can start your electronic application as soon as you are notified that the new application is available in PTMS, which should be December 1.

2. How do I make a change to vehicles in a capital request?

    The process to make changes to capital request depends on the status of the request.

    a. If the capital request is in submitted/Eligible/ineligible status:
       Open the capital request detail screen and click on ReSubmit, make any necessary changes, and save the changes.

    b. If capital request is still in pre-submit:
       Just enter changes in the capital request detail screen - and save them.

    c. To delete a vehicle in pre-submit status:
       Open the Capital Request List screen, check the request, then click the Delete button.

    d. To delete a vehicle in an already submitted status:
       Contact your BPT project manager.

    e. To add more vehicles:
       Select a quantity from the additional vehicle forms dropdown and click the Add Vehicle Forms button, save changes.

    f. To change local purchase vehicle type or price:
       Delete all vehicle requests, add new forms, and save changes.

       (See Annual Application Help Guide for further instructions)

3. How do I fill out a capital request for annual lease payments on buses?

    Under the Vehicle Request Form List, you may put the base price as $0 and the additional price as the amount of the annual lease payment; in the Justification field you will need to indicate the number of leased vehicles and which year the lease payment is for, such as "Fifth year of 12-year lease for 121 buses."

4. I'm trying to do an operating budget for NF (or JARC), and the program isn't showing up under the Service Type. What should I do?

Contact your project manager and ask them to have the Service Type added.

5. Can I update my vehicle inventory with different mileage-as-of dates for different vehicles?

   When you update the inventory for the annual application, please use the same date for all vehicles. This date should be within one month of January 1 of the current fiscal year.

6. Do I need to include in the Public Notice both capital and operating requests for all funding programs that I apply for?

   Yes. The public notice needs to include all federal and state funds being applied for. A sample can be found in the checklist portion of the application on PTMS and at BPT website at http://www.michigan.gov/mdotptd.

7. When would I need to publish a revised public notice?

   If there is a significant change to the amount being applied for, you will need to publish another public notice. You will need to contact your local newspaper for assistance.

8. Do we need to set up a meeting for a public hearing if we don't receive any comments or request for a public hearing?

   No.

9. What's the difference between a Coordination Committee in the "Coordination Plan for Specialized Services" and a Local Advisory Council "(LAC) in the ADA Certification/Vehicle Accessibility Plan Update"?

   The Coordination Committee serves as an advisory body for the coordination and improvement of transportation services; it should include all the interested stakeholders. The LAC may be a subset of the Coordination Committee.

   The LAC is defined in Act 51. The legal function of the LAC is to review and comment upon the applicant agency's Vehicle Accessibility Plan and updates, as required by Act 51 and MDOT Administrative Rules. The applicant agency shall not be a member of the LAC in this process to avoid a conflict of interest, but it can be a participant. ADA Certification/Vehicle Accessibility Plan Update form in PTMS outlines the requirement of the composition of the LAC membership.

10. Should I list my agency as a member of the Coordination Committee in the "Coordination Plan for Specialized Services" while I exclude my agency as an LAC member?

Yes. The agency is and should list themselves as a member of the Coordination Committee. The MDOT Administrative Rules state: "Local advisory council members shall not be employees of the applicant and shall not be members of the applicant's executive committee or governing board." Therefore, the agency shall not be a member of the LAC; however, it can provide administrative support to the LAC.

11. Should I check Item #6, Lobbying Certification, in the "FTA Certifications and Assurances" form if my agency's Section 5311 operating budget is below $100,000?

$100,000 refers to the total amount of all federal applications being applied for. Therefore, you should check #6 if the total amount exceeds $100,000.

12. Should I check #9, Charter Bus Agreement, in the "FTA Certifications and Assurances" form if my agency does not provide any charter service?

The Certification and Assurances documents that your agency complies with federal regulations; therefore, you should check ALL items your agency is in compliance with, which should include #9, Charter Bus Agreement.

13. Should I check #10, School Transportation Agreement, in the "FY 2010 FTA Certifications and Assurances" form if my agency does not provide School transportation service?

The Certification and Assurances documents that your agency complies with federal regulations; therefore, you should check ALL items your agency is in compliance with, which should include #10, School Transportation Agreement.

14. What funding program should be included in the Resolution of Intent?

The Resolution of Intent needs to be filled out only by the agencies that receive state formula operating assistance (bus and marine services). The funds shown on the resolution of intent should be all operating funds and show a balanced budget.

15. Who should sign the Resolution of Intent?

It depends on the formation of the agency. If the agency is an Act 196, the secretary or the chair of the board can sign. If the agency is a department of a city or county, the clerk needs to sign and the document needs to be notarized and stamped with the city/county official seal.

16. On my 5310 General Information TA form, how do I know what the nearest urbanized area is?

Appendix C of the Instructions provides directions on how to access your MPO information and Urban Area Maps.